

MOS 92Y
SKILL LEVELS 3 AND 4



UNIT SUPPLY SPECIALIST

MARCH 2003

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DEPARTMENT OF THE ARMY**

**SOLDIER'S MANUAL
AND TRAINER'S GUIDE
MOS 92Y
UNIT SUPPLY SPECIALIST
SKILL LEVEL 3/4**

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*This publication, in conjunction with STP 10-92Y12-SM-TG, supersedes STP 10-92Y1-SM, 23 February 1994, and STP 10-92Y24-SM-TG, 23 February 1994.

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PREFACE

This publication is for skill level soldiers holding military occupational specialty 92Y. It contains standardized training objectives, in the form of task summaries, which you can use to train and evaluate yourself on critical tasks, which support unit missions during peacetime/wartime. Soldiers holding the MOS (military occupational specialty) 92Y and SL (skill level) 3/4 should have access to this publication. It should be made available in work areas, unit learning centers, and the Installation MOS library.

All tasks in this manual are trained to peacetime/wartime conditions and apply to the active Army, Army Reserve, and Army National Guard component soldier.

The proponent of this publication is U.S. Army Training and Doctrine Command (TRADOC). You are encouraged to recommend changes and submit comments for improvement of this publication. Key your comments to the specific page, paragraph, and line of text in which the change is recommended. Provide details for each comment to ensure understanding and complete evaluation. Prepare comments using DA Form 2028 and forward the form directly to Commander, U.S. Army Quartermaster Center and School, ATTN: ATSM-SUP-US, Fort Lee, Va 23801-5039.



Unless otherwise stated, whenever the masculine or feminine gender is used, both men and women are included.

Chapter 1

INTRODUCTION

1-1. GENERAL

a. This manual identifies the individual MOS training requirements for soldiers in MOS 92Y. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier.

b. Use this manual with the soldier's manuals of common tasks (STP 21-1-SMCT and STP 21-24-SMCT), Army training and evaluation programs (ARTEPs), and FM 25-101 (Battle-Focused Training) to establish effective training plans and programs which integrate soldiers, leaders, and collective tasks.

1-2. TASK SUMMARIES

Task summaries outline the wartime performance requirements of each critical task in the Soldier Training Publication (STP). They provide the soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. At a minimum, task summaries include information you must know and the skill that you must perform to standard for each task. The format for the task summaries included in this STP is as follows:

- **Task Number.** A 10-digit number identifies each task or skill. Include this task number, along with the task title, in any correspondence relating to the task.
- **Task Title.** The task title identifies the action to be performed.
- **Conditions.** The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to perform the task in wartime. This section identifies any environmental conditions (such as visibility, temperature, or wind) that can alter task performance. This section also identifies any specific cues or events (such as chemical attack or identification of a threat vehicle) that trigger task performance.
- **Standards.** The task standards describe how well and to what level you must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness, and speed.
- **Evaluation Guide.** This section identifies the specific actions, known as performance measures, the soldier must do to successfully complete the task. These actions are located in the Evaluation Guide section of the task summary and listed in a "Pass/Fail" format for easy evaluation. For some tasks, the Training and Evaluation section may also include detailed training information in a Training Information outline and an Evaluation Preparation section. The Evaluation Preparation section indicates necessary modifications to task performance in order to train and evaluate a task that can not be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the soldier before evaluation.

- References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.
- Warnings. Warnings alert users to the possibility of immediate personal injury or damage to equipment.
- Notes. Notes provide a small, extra supportive explanation or hint relative to the performance standards.

1-3. SOLDIER'S RESPONSIBILITIES

Each soldier is responsible for performing individual tasks that the first-line supervisor identifies based on the unit's METL (mission essential task list). The soldier must perform the task to the standards listed in the STP. If the soldier has a question about how to do a task or which task in this manual he must perform, it is the soldier's responsibility to ask the first-line supervisor, who knows how to perform each task or can direct the soldier to the appropriate training materials.

1-4. NCO SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL

a. Self-development is one of the key components of the leader development program. It is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO (noncommissioned officer), as an Army professional, has the responsibility to remain current in all phases of the MOS. The STP is the primary source for the NCO to use in maintaining MOS proficiency.

b. Another important resource for NCO self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 351-20 for information on enrolling in this program and for a list of courses, or write to: Army Institute for Professional Development, U.S. Army Support Center, ATTN: ATIC-IPS, Newport News, VA 23628-0001.

1-5. TRAINING SUPPORT

- a. This manual includes the following appendixes and information, which provide additional training support information.
- Glossary. The glossary is a single, comprehensive list of acronyms, abbreviations, definitions, and letter symbols.
 - References. This section contains a list of references that support training of all tasks in this STP. Required references are listed in the condition statement and are required for the soldier to do the task. Related references are materials that help a trainer prepare for the task and are not required to perform the task.

1-6. FEEDBACK STATEMENT

The following feedback statement applies to all task summaries in this STP: FEEDBACK: Score the soldier GO if all steps are passed. Score the soldier NO-GO if any steps are failed. If the soldier scores NO-GO, show what was done wrong and how to do it correctly.

Chapter 2

MOS TRAINING PLAN

2-1. GENERAL

a. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting individual training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preprinting a unit-training plan that satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

b. Part One of the MOS Training Plan shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

c. Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

d. Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- Duty Position Column. This column lists the duty positions of the MOS, by skill level, that have different training requirements.
- Subject Area Column. This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- Cross Train Column. This column lists the recommended duty position for which soldiers should be cross trained.
- Train-up/Merger Column. This column lists the corresponding duty position for the next higher skill level or MOSC (military occupational specialty code) the soldier will merge into on promotion.

e. Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- Subject Area Column. This column lists the subject area number and title in the same order as Section I, Part One, of the MTP.
- Task Number Column. This column lists the task title for each task in the subject area.
- Title Column. This column lists the task title for each task in the subject area.
- Training Location Column. This column identifies the training location where the task first trained to soldier training publication standards. If the task is first trained to standard in the unit, the word "unit" will be in this column. If the task is first trained to standard at the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

UNIT	Trained in the Unit
BNCOC	Basic NCO Course
ANCOC	Advanced NCO Course

Figure 2-1. Training Locations

- **Sustainment Training Frequency Column.** This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	Biannually
AN	Annually
SA	Semiannually
QT	Quarterly
MO	Monthly
BW	Biweekly
WK	Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level Column.** This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

2-2. SUBJECT AREA CODES

- a. Skill Level 3
 - 14 Command Supply Discipline Implementation
 - 15 Supply Administration Supervision
 - 16 Unit Supply Requirements
 - 17 Property Adjustment Process
 - 18 Bulk Petroleum Procedures
 - 19 Hand Receipt Process
 - 20 Unit Arms Room Operations
 - 21 Unit Movement Operations
 - 22 Budget Procedures

- b. Skill Level 4
 - 23 Command Supply Discipline Management
 - 24 Supply Administration Management
 - 25 Support of Combat Operations
 - 26 Property Adjustment Management
 - 27 Property Distributions Management
 - 28 Materiel Condition Status Reporting
 - 29 Unit Status Reporting (USR)
 - 30 Movement Management
 - 31 Budget Planning Process

MOS TRAINING PLAN				
MOS 92Y				
PART ONE				
SECTION II. DUTY POSITION TRAINING REQUIREMENTS				
	Duty Position	Subject Areas	Cross Train	Train-up/Merger
SL 3	Unit Supply Specialist	10 thru 22	N/A	92Y3 Supervisor—Unit Supply Specialist
SL 4	Unit Supply Specialist	1 thru 3 10 thru 31		92Y4 Management Unit Supply Specialist

MOS TRAINING PLAN					
MOS 92Y					
PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Skill Level 1					
Subject Area 1: Security Procedures					
101-92Y-1115	Store selected supplies and equipment in unit storage area	AR 190-11 AR 190-51 AR 710-2 DOD 41454.19-R-1 FM 10-67-1	AIT	QT	1
101-92Y-1200	Control weapons and ammunition in the arms room	AR 190-11 AR 190-13 AR 710-2 AR 735-5 DA Pam 710-2-1	AIT	QT	1
101-92Y-1201	Maintain Key Control	AR 190-11 AR 25-400-2 AR 25-50	AIT	QT	1, 2, 3, 4
101-92Y-1002	Establish ULLSS4 Security Accesses	AISM-25-L3S-AWE-ZZZ-EM AR 380-19	AIT	QT	1, 2, 3
Subject Area 2: Supply Administration					
101-92Y-1400	Use FEDLOG CD-ROM	S&I CDR USAMC Logistics Support	AIT	QT	1
101-92Y-1402	Prepare Signature Cards (Notice of Delegation of Authority-Receipt for Supplies)	DA Pam 25-400-2 AR 700-84 AR 710-2 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1119	Prepare Unit Supply Files	AR 25-400-2 AR 710-2	AIT	QT	1, 2, 3
101-92Y-1500	Maintain Required Publications	DA Pam 25-30	AIT	QT	1
101-92Y-1001	Operate Unit Level Logistics System S4	AISM-25-L3S-AWE-ZZZ-CG AISM-25-L3S-AWE-ZZZ-EM	AIT	QT	1

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
101-92Y-1003	Establish ULLS-S4 Unit Parameter Files	AISM-25-L3S-AWE-ZZZ-CG AISM-25-L3S-AWE-ZZZ-EM	AIT	QT	1
101-92Y-1007	Perform Continuity of Operation Procedures (COOP)	AISM-25-L3S-AWE-ZZZ-CG AISM-25-L3S-AWE-M	AIT	QT	1
Subject Area 3: Supply Procedures					
101-92Y-1111	Request Supplies and Equipment	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 AR 71-32 CTA 50-900 CTA 50-909 CTA 50-970 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1112	Request Cancellation of Supplies	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 725-50 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1113	Receive Supplies and Equipment	AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1, 2
101-92Y-1114	Issue Supplies and Equipment	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1, 2
101-92Y-1116	Maintain Due-In Status File for Requested Items	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 AR 725-50 DA Pam 710-20-1	AIT	QT	1, 2, 3
101-92Y-1117	Turn In Supplies and Equipment	AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1
101-92Y-1118	Transfer Supplies and Equipment	AR 25-400-2 AR 710-2 DA Pam 710-2-1 DA Pam 738-750	AIT	QT	1
101-92Y-1401	Prepare a Document Register	AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1,2,3

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Subject Area 4: Supply Adjustment Procedures					
101-92Y-1408	Prepare Adjustment Documents	AISM-25-L3S-AWE-ZZZ-EM AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 710-2-1	AIT	QT	1,2,3,4
Subject Area 5: Supply Accountability Procedures					
101-92Y-1005	Maintain Unit Load	AR 710-2 CTA 50-8-100 CTA 50-909 CTA 50-970 DA Pam 710-2-1	AIT	QT	1, 2
101-92Y-1110	Inventory Supplies and Equipment	AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 25-30 DA Pam 710-2-1	AIT	QT	1, 2, 3
Subject Area 6: Hand Receipt Procedures					
101-92Y-1403	Prepare Hand Receipts/Subhand Receipts	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 DA Pam 25-30 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1404	Maintain Hand Receipts/Subhand Receipts	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1,2,3,4
101-92Y-1004	Establish ULLS-S4 Property Origin Record	AISM025-L3S-AWE-ZZZ-EM	AIT	QT	1
101-92Y-1008	Perform Standard Property Book System-Redesign (SPBS) download	AISM-25-L3S-AWE-ZZZ-EM	AIT	QT	1
Subject Area 7: Small Arms Organizational Maintenance Procedures					
101-92Y-1204	Perform Organizational Maintenance on Small Arms	AR 750-1 DA Pam 738-750 TM 9-1005-319-23&P	AIT	QT	1, 2
Subject Area 8: Organizational Clothing Procedures					
101-92Y-1102	Process Organizational Laundry	AR 210-130 AR 25-400-2	AIT	QT	1
101-92Y-1405	Process Personal Clothing Request	AR 25-400-2 AR 700-84 CTA 50-900 DA Pam 710-2-1	AIT	QT	1

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
101-92Y-1406	Prepare Organizational Clothing and Individual Equipment (OCIE) Record	AR 25-400-2 AR 710-2 CTA-50-900 CTA 50-970 DA Pam 710-2-1 TM 10-8400-201-23	AIT	QT	1
Subject Area 9: Unit Budget Procedures					
101-92Y-1006	Maintain Status of Funds	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 37-103	AT	QT	1, 2, 3, 4
Skill Level 2					
Subject Area 10: Supply Status Process					
101-92Y-2113	Update Supply Status	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 DA Pam 710-2-1	UNIT	QT	2, 3
Subject Area 11: Relief From Responsibility Procedures					
101-92Y-2112	Determine Method of Obtaining Relief from Responsibility for Property	AR 15-6 AR 190-11 AR 700-84 AR 710-2 AR 735-5 DA Pam 710-2-1	UNIT	QT	2, 3, 4
101-92Y-2400	Process Property Adjustment Documents	AR 735-5 DA Pam 710-2-1 ULLS-S4 EM	UNIT	QT	2, 3
Subject Area 12. Property Book Procedures					
101-92Y-2110	Prepare Property Book	AR 25-400-2 AR 710-2 AR 735-5 DA Pam 600-8 DA Pam 710-2-1	UNIT	QT	2, 3, 4
101-92Y-2111	Post Transactions to Property Book	AR 710-2 DA Pam 710-2-1 AR 735-5 SPBS-R EM	UNIT	QT	2, 3
101-92Y-2116	Supervise Inventory of Supplies and Equipment	AR 25-400-2 AR 190-11 AR 710-2; AR 735-5 DA Pam 25-30 DA Pam 710-2-1 ULLS-S4 EM	UNIT	QT	2, 3
Subject Area 13: Absentee Property Accountability Procedures					
101-92Y-2114	Account for Absentee's Clothing, Equipment, and Personal Effects	AR 25-400-2 AR 700-84 DA Pam 600-8 DA Pam 710-2-1	UNIT	QT	2, 3
101-92Y-2115	Dispose of Absentee's Clothing, Equipment, and Personal Effects	AR 25-400-2 AR 700-84 DA Pam 710-2-1 DA Pam 600-8	UNIT	QT	2,3

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Skill Level 3					
Subject Area 14: CSDP Implementation					
101-92Y-3006	Implement the Command Supply Discipline Program (CSDP)	AR 710-2 AR 735-5 ULLS-S4 (CG) FM 10-27-4	BNCOC	QT	3,4
Subject Area 15: Supply Administration Supervision					
101-92Y-3111	Supervise Property Administration in Unit	AISM-25-L3Q-AWE-ZZZ-CG AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 710-2-1	BNCOC	QT	3
101-92Y-3001	Verify ULLS-S4 Security Accesses	AISM-25-L3S-AWE-ZZZ-EM SFUG TFM AR 380-19	BNCOC	QT	3
101-92Y-3002	Review ULLS-S4 Unit Parameters Files	AISM-25-L3S-AWE-ZZZ-EM	BNCOC	QT	3
101-92Y-3005	Review Continuity of Operations Procedures	AISM-25-L3S-AWE-ZZZ-CG/EM	BNCOC	QT	
101-92Y-3113	Review Unit Supply Files	AR 25-400-2 DA Pam 25-30 DA Pam 710-2-1	BNCOC	QT	3
101-92Y-3114	Review Publications Requirements	AR 25-400-2 AR 710-2 DA Pam 25-30 DA Pam 25-33 DA Pam 710-2-1	BNCOC	QT	3
Subject Area 16: Unit Supply Requirements					
101-92Y-3300	Determine Logistical Requirements	AISM-25-L18-ALV-ZZZ-EM AISM-25-L3S-AWE-ZZZ-EM AR 710-2 DA Pam 710-2-1 DOD 4145.19-R-1	BNCOC	QT	3
101-92Y-3003	Review Unit Load	AISM-25-L3S-AWE-ZZZ-EM AR 710-2; DA Pam 710-2-1	BNCOC	QT	3
Subject Area 17: Property Adjustment Process					
101-92Y-3115	Review Property Adjustment Documents	AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 710-2-1	BNCOC	QT	3

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Subject Area 18: Bulk Petroleum Procedures					
101-92Y-3112	Maintain Inventory Records for Bulk Petroleum	AR 190-11 AR 190-13 AR 25-400-2 AR 710-2 DA Pam 710-2-1; FM 10-67-1	BNCOC	QT	3
Subject Area 19: Hand Receipt Process					
101-92Y-3110	Manage Hand Receipts/Subhand Receipts	AR 710-2 DA Pam 25-30 DA Pam 710-2-1	BNCOC	QT	3
Subject Area 20: Unit Arms Room Operations					
101-92Y-3203	Supervise Unit Arms Room Operations	AR 190-11 AR 190-13 AR 25-400-2 AR 710-2 DA Pam 710-2-1	BNCOC	QT	3
101-92Y-3204	Supervise Organizational Maintenance of Weapons	AR 25-400-2 AR 710-2 AR 750-1 DA Pam 700-1 DA Pam 738-750	BNCOC	QT	3
Subject Area 21: Unit Movement Operations					
101-92Y-3600	Conduct Sling Load Operations	FM 10-450-3/4/5	BNCOC	QT	3
Subject Area 22: Budget Procedures					
101-92Y-3004	Supervise Unit Budget	AR 25-400-2 AR 37-103	BNCOC	QT	3
Skill Level 4					
Subject Area 23: CSDP Management					
101-92Y-4301	Inspect Logistical Operations at the Unit	AISM-25-L-3S-AWE-ZZZ-EM AR 710-2	ANCOC	QT	4
Subject Area 24: Supply Administration Management					
101-92Y-4400	Update Equipment Authorization Documents	AR 71-32	ANCOC	QT	4
Subject Area 25: Support of Combat Operations					
101-92Y-4300	Plan Logistic Support for Combat Operations	AISM-25-L3S-AWE-ZZZ-EM; AR710-2 DA Pam 710-2-1	ANCOC	QT	4
Subject Area 26: Property Adjustment Management					
101-92Y-4402	Manage Property Adjustment Documents	AR 735-5 DA Pam 710-2-1	ANCOC	QT	4
Subject Area 27: Property Distribution Management					
101-92Y-4110	Manage Distribution of Property	AR 710-2 DA Pam 710-2-1	ANCOC	QT	4

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Subject Area 28: Material Condition Status Reporting					
101-92Y-4401	Prepare Materiel Condition Status Report	AISM-25-L3S-AWE-ZZZ-EM; AR	ANCOC	QT	4
Subject Area 29: Unit Status Reporting					
101-92Y-4303	Prepare Logistical Adjustment Documents	AR 220-1 AR 700-138	ANCOC	QT	4
Subject Area 30: Movement Management					
101-92Y-4304	Coordinate Unit Movements	FM 10-450-3/4	ANCOC	QT	4
Subject Area 31: Budget Planning Process					
101-92Y-4302	Manage Budget Operations	AISM-25-L3S-AWE-ZZZ-EM	ANCOC	QT	4

MOS 92Y
SKILL LEVEL 3 TASKS

Subject Area 1: CSDP Implementation

101-92Y-3006 Implement the Command Supply Discipline Program (CSDP)

Subject Area 2: Supply Administration Supervision

101-92Y-3111 Supervise Property Administration in Unit
101-92Y-3001 Verify ULLS-S4 Security Accesses
101-92Y-3002 Review ULLS-S4 Unit Parameters Files
101-92Y-3005 Review Continuity of Operation Procedures (COOP)
101-92Y-3113 Review Unit Supply Files
101-92Y-3114 Review Publications Requirements

Subject Area 3: Unit Supply Requirements

101-92Y-3300 Determine Logistical Requirements
101-92Y-3003 Review Unit Load

Subject Area 4: Property Adjustment Process

101-92Y-3117 Review Property Adjustment Documents

Subject Area 5: Bulk Petroleum Procedures

101-92Y-3112 Maintain Inventory Records for Bulk Petroleum

Subject Area 6: Hand Receipt Process

101-92Y-3110 Manage Hand Receipts/Subhand Receipts

Subject Area 7: Unit Arms Room Operations

101-92Y-3203 Supervise Unit Arms Room Operations
101-92Y-3204 Supervise Organizational Maintenance of Weapons

Subject Area 8: Unit Movement Operations

101-92Y-3600 Conduct Sling Load Operations

Subject Area 9: Budget Procedures

101-92Y-3004 Supervise Unit Budget

SKILL LEVEL 4 TASKS

Subject Area 10: CSDP Management

101-92Y-4301 Inspect Logistical Operations at the Unit

Subject Area 11: Supply Administration Management

101-92Y-4400 Update Equipment Authorization Documents

Subject Area 12: Support of Combat Operations

101-92Y-4300 Plan Logistic Support for Combat Operations

-
- 101-92Y-4402 **Subject Area 13: Property Adjustment Management**
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- 101-92Y-4302 **Subject Area 18: Budget Planning Process**
Manage Budget Operations

Chapter 3
MOS 92Y
SKILL LEVEL 3 TASKS

Subject Area 1: CSDP IMPLEMENTATION

101-92Y-3006

IMPLEMENT THE COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP)

CONDITIONS

Assigned as the unit supply sergeant, in a field or garrison environment, with the requirement to ensure your operation is in compliance with the Command Supply Discipline Program (CSDP). Given AR 710-2, AR 735-5, FM 10-27-4, Unit Level Logistics System S4 (ULLS-S4) Commander's Guide; and local standing operating procedures (SOP).

STANDARDS

Develop, implement, and maintain supervisor level CSDP IAW AR 710-2 and AR 735-5.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Initiate CSDP IAW AR 710-2, appendix B-1 and AR 735-5, paragraph 11-1.
 - a. Define CSDP.
 - (1) A compilation of existing regulatory requirements.
 - (2) A mandatory program.
 - (3) A program designed to simplify command, supervisory, and managerial responsibilities.
 - b. Develop CSDP to implement in unit.
 - (1) Provide the personal interest and direction necessary to establish an effective CSDP.
 - (2) Identify the appropriate CSDP requirements listing from AR 710-2, appendix B.
 - (3) Review the requirements listing within the CSDP to become familiar with applicable regulatory requirements.
 - (4) Make additions to the requirements listing to reflect the unit's uniqueness.
 - (5) Incorporate local SOP requirements into the CSDP.
 - c. Obtain parent level inspection checklists.
 - d. Obtain parent level evaluation schedule for your unit.
 - e. Report to the immediate higher headquarters any applicable requirements within the requirements listing or checklists that cannot be completed.
2. Execute the CSDP IAW AR 710-2, appendix B and AR 735-5, chapter 11.
 - a. Perform routine duties utilizing the CSDP.
 - b. Review past evaluations conducted by higher headquarters to determine if any discrepancies have not been corrected.

- c. Perform general regulatory requirements.
- d. Check property authorization documents.
- e. Check requesting and receiving supplies.
- f. Check disposition of property.
- g. Check property responsibility.
- h. Check organizational clothing and individual equipment (OCIE) and personal clothing.
- i. Check management of loads.
- j. Check prescribed load list (PLL).
- k. Check inventories.
- l. Check adjustments for lost, damaged, or destroyed property.
- m. Check storage.
- n. Check petroleum management.
- o. Perform Unit Level Logistics System S4 (ULLS-S4) checks:
 - (1) Post the proper item authorization documents to the property master file.
 - (2) Add the Sets, Kits, and Outfits (SKO) to the master component file.
 - (3) Post the equipment publication data to the asset master record for equipment or tool sets.
 - (4) Establish policies and procedures for the operation of the ULLS-S4 system.
 - (5) ULLS-S4 Work Area:
 - a) Locate the ULLS-S4 equipment within the unit supply administrative work area.
 - b) Situate each computer system near an electrical circuit that provides at least 10 amps for continued operation.
 - c) Verify that power line filters are operational.
 - d) Use a battery or unlimited power supply.
 - e) Clean the computer to ensure it is free of dust, dirt, and grease.
 - f) Verify that the vents on the computer equipment are free of blockage from books, paper, or other material.
 - (6) Maintain system operations:
 - a) Store diskettes in protective jackets and diskette storage boxes.
 - b) Store magnetic tapes in their protective covers.
 - c) Load only approved programs on the computer.
 - d) Provide a work site that protects the computer equipment from rain, dust, dirt, etc.
 - e) Locally procure or fabricate a rugged carrying case to transport and protect computer equipment.
 - f) Set up adequate workstation equipment (tables, etc.) for computer equipment.
 - g) Employ special protective covers to keep computer equipment free of dust and dirt.
 - (7) Maintain operating supplies:
 - a) Maintain sufficient quantities of paper and printer ribbons.

- b) Maintain an adequate supply of blank diskettes.
 - c) Maintain a sufficient amount of cleaning supplies for the tape drive, diskette drives, and system exterior.
- (8) Maintain system security:
- a) Keep the unit Department of Defense Activity Address Code (DODAAC) file current.
 - b) Designate user groups with associated access rights.
 - c) Review the DODAAC and security accesses data file with outgoing and incoming unit commanders in conjunction with changes of command.
 - d) Secure access to the system to prevent unauthorized use.
 - e) Obtain copies of the ULLS-S4 Security Features User's Guide (SFUG) and the Trusted Facility Manual (TFM).
 - f) Familiarize the operators with the ULLS-S4 SFUG.
 - g) Familiarize the commander and designated representative with the ULLS-S4 TFM.
 - h) Limit access to the DOS prompt to just the commander and/or the commander's designated representative.
 - i) Verify that the security tracking audit register is being used to monitor system and process accesses.
- (9) Conduct password management:
- a) Verify that passwords are being updated.
 - b) Limit assigning and controlling passwords and system access rights to the commander or the commander's designated representative.
 - c) Randomly select passwords and ensure they are six digits in length.
 - d) Maintain copies of user IDs and passwords in a secure location for authorized use in emergencies.
- (10) Perform property accountability:
- a) Assign a unique support indicator code (SIC) in the property origin file for each supporting PBO.
 - b) Obtain a current Standard Property Book System-Redesigned (SPBS-R) and/or SPBS-R-I/TDA (Installation/Table of Distribution Allowances) data diskette for your unit.
 - c) Maintain at least three previous SPBS-R data diskettes as a property account backup.
 - d) Research and take appropriate action for the property listed on the download errors listing (AWE-170).
 - e) Establish subhand receipt holders (SHRH).
 - f) Keep subhand receipts current.
 - g) Assign all on-hand property to SHRHs.
 - h) Post supervisor information to the SHRH files.
 - i) Check to ensure that property items requiring serial, registration, or lot number accounting have the proper serial/registration number requirement code (SRRC).
- (11) Perform component hand receipt functions.

- a) Create a master component list (MCL) for all property items needing component hand receipts.
 - b) Keep MCLs current.
 - c) Flag all component shortages for replenishment.
 - d) Print current component hand receipts and obtain signature of the responsible sub-hand receipt holder.
 - e) List component serial numbers for each component hand receipt as required.
 - f) Restrict access to the MCL to the responsible staff personnel only.
- (12) Conduct component security.
- a) Limit component processes to the required users only.
 - b) Have the commander periodically review unit component records to ensure compliance with Army regulations and policies.
 - c) Have the S4 staff periodically inspect unit component records to ensure compliance with Army regulations and practices.
- (13) Perform supply management.
- a) Set the standard Army retail supply system (SARSS) indicator in the interface parameter for the appropriate SARSS system.
 - b) Set the replenishment-authorized flag to "Y" for elements performing supply actions in the budget/property parameters.
 - c) Set the objective supply capability (OSC) indicator and defense data network (DDN) data in the OSC parameters, if the unit is supported by OSC.
 - d) Set the unit identification code (UIC) and Force Activity Designator (FAD) in the unit parameters.
 - e) Assign the document number series for expendable and durable supply actions in the unit parameters.
 - f) Obtain a letter from the unit commander establishing the document number series to be used by his/her unit.
 - g) Check the letter to ensure it establishes the document number series for off-line manual posting to the ULLS-S4 document register (post/post actions).
 - h) Set the number of days for automatic follow-up and frequency of document register purge in the unit parameters.
 - i) Set the reportable dollar value, as designated by the commander, for expenditures of command interest in the unit parameters.
 - j) Set the class and subclass of supply for items normally used by the unit in the class/subclass parameters.
 - k) Process requests for issue in a timely manner to correct supply shortages.
 - l) Request shortages within budget limits.
 - m) Process turn-ins and cancellations to correct supply excesses.
 - n) Obtain the most recent issue of FEDLOG to run the catalog load/update by CD-ROM process monthly.
- (14) Maintain unit loads.
- a) Establish unit load parameters for elements desiring to maintain unit load data in the unit load parameters.

- b) Have the unit commander approve all unit load additions and deletions, other than operational load, in advance.
 - c) Have the commander review the unit load periodically to validate the accuracy of the levels.
 - d) Inspect the unit load periodically for serviceability and shelf life.
- (15) Maintain document control register.
- a) Post off-line manual supply actions to the system document register.
 - b) Process supply transactions to the source of supply (SOS) daily or as required.
 - c) Obtain the unit status from the SOS for each direct support unit (DSU) and process it daily.
 - d) Research and take appropriate action for each document listed on the Supply Status Process Report.
- (16) Perform supply support requirements.
- a) Set the DSU code in the supply support parameters for each class of supplies authorized for request.
 - b) Set the DSU unit data in the support activity site parameters for each of the DSUs providing supply support.
 - c) Limit security accesses to the parameter processes to the commander or commander's designated representative.
 - d) Have the commander periodically review unit supply actions to ensure compliance with Army regulations and policies.
 - e) Have the S4 staff periodically inspect unit supply actions to ensure compliance with Army regulations and policies.
- (17) Budget management.
- a) Have the battalion budget staff officer brief the unit commander and unit budget manager on the budget policies, ULLS-S4 budget structure, and ULLS-S4 standing operating procedures for the budget processes.
 - b) Comply with BDE/Bn budget policies and standards.
 - c) Obtain the budget account codes (BAC), budget ledgers or subledgers, and fund ceilings for tracking all elements of the operating budget from the battalion or brigade budget staff officer.
 - d) Maintain the last budget data diskette received from the battalion or brigade ULLS-S4 system.
 - e) Have the unit commander allocate funds to each budget quarter for all quarterly ledgers or subledgers.
 - f) Distribute the total allocated amount for each ledger or subledger so that it is less than or equal to the total received amount.
 - g) Establish an identity record for the unit and Unit Level Logistics System-Ground (ULLS-G)/Unit Level Logistics System-Aviation (ULLS-A) for receiving Class IX supply request data for posting to the budget.
 - h) Have the unit commander post automated supply data and manual data to the ledger or subledger daily. This includes supply request data from the ULLS-S4 supply process and supply data received from the ULLS-G/A users.
 - i) Check the fund status of each ledger or subledger on a weekly basis.

- j) Inform the battalion or brigade budget officer when the allocated amount exceeds the received amount.
 - k) Inform the battalion or brigade budget officer when the committed amount exceeds the allocated amount and the obligated amount exceeds the committed amount.
 - l) Produce and use the budget reports to manage budget status.
 - m) Report the status of ledgers or subledgers on a regular basis to the battalion or brigade budget officer.
 - n) Purge closed budget ledgers/files no longer needed on the budget files to a printout report.
- (18) Manage the Army materiel status system (AMSS).
- a) Provide the battalion/brigade S4 with your unit's AMSS UIC.
 - b) Complete the AMSS reporting UIC entry in the unit supply parameters screen to ensure reports can be sent to higher headquarters.
- (19) Provide the Bn/Bde S4 staff section with the initial/update equipment build data file for logistics support planning.
- (20) Maintain ULLS-S4 utilities.
- a) System/database backups.
 - 1) Back up the ULLS-S4 program executables and store the backup in a secure container.
 - 2) Control backup copies to prevent loss or theft.
 - 3) Backup the ULLS-S4 database daily and keep a minimum of five consecutive backups on file.
 - 4) Label the backup system data files with content and date of backup.
 - b) Inform commander of areas that need additional command guidance, support or influence.
 - c) Request assistance from higher headquarters for areas that need improvement or clarification.
3. Maintain the CSDP IAW AR 710-2, appendix B and AR 735-5, chapter 11.
- a. Develop measures to enforce supply discipline.
 - (1). Continue command emphasis on supply discipline by unit leadership.
 - (2). Provide training to unit personnel on supply requirements, procedures, and methods.
 - (3). Take administrative measures for accounting for lost, damaged, and destroyed property.
 - (4). Take disciplinary measures to deter and/or correct fraud, waste, negligent damage and/or loss of government property.
 - b. Update SOPs and CSDP to align with changing unit requirements.
 - c. Submit systemic problems that cannot be resolved to the commander for resolution.

EVALUATION GUIDE

PERFORMANCE MEASURES

1. Initiate the CSDP.
2. Execute the CSDP
3. Maintain the CSDP.

RESULTS

GO	NO-GO
GO	NO-GO
GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 710-2
AR 735-5
FM 10-27-4
Local SOP
ULLS-S4 Commander's Guide

SUBJECT AREA 2: SUPPLY ADMINISTRATION SUPERVISION

101-92Y-3111

SUPERVISE PROPERTY ADMINISTRATION IN UNITS

CONDITIONS

Assigned as a unit supply sergeant, in a field or garrison environment, given the requirement to supervise property administration in units. Given the property records, blank forms, i.e., DA Form 2062; hand receipts, DA Form 3161, DA Form 2765-1, DA Form 4949, DA Form 4697, DD Form 362, appropriate supply publications, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 190-11, AR 710-2, AR 735-5, DA Pam 25-30, DA Pam 710-2-1, Unit Level Logistics System S4 (ULLS-S4), a computer with CD-ROM, a forms program, and a unit supply clerk.

STANDARDS

Supervise property administration in units and maintain property accountability IAW Army regulations.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine the requirements to manage property administration.
 - a. Follow the guidance to manage property administration in units IAW AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
 - (1) Process requests through command channels when regulatory guidance is not clear.
 - (2) Process deviation for supply policy requiring HQDA approval to Commander, U.S Army Logistics Evaluation Agency, and ATTN: LOEA-OS, New Cumberland, PA 17070-5007.
 - (3) Identify and report supply constraints to higher headquarters that impact on compliance.
 - (4) Implement the Hazardous Materials Management Program.
 - b. Follow administrative procedures as outlined in DA Pam 710-2-1 and local SOP to manage property administration.
2. Establish property administration in a unit.
 - a. Supervise personnel performing property book authorization documents.
 - (1) Verify that all pertinent property authorization documents (MTOE, TDA, etc.) are on hand.
 - (2) Verify that all items that require property book accounting are on property book.
 - (3) Reconcile hand receipt with authorization allowances.
 - (4) Ensure the property book accounts for organization and installation property separately.
 - (5) Verify that the PBO is appointed by commander or head of separate activity for whom the property book is maintained.
 - b. Supervise personnel maintaining the automated property listings.

- (1) Verify that the automated hand receipt, ALV-151, is on hand to show acceptance of and responsibility for assigned property.
 - (2) Verify the hand receipt accuracy.
 - (3) Provide assistance to commander to conduct required inventories by verifying accuracy of listings.
 - (4) Verify the preparation and maintenance of hand receipt procedures.
- c. Supervise personnel preparing and maintaining the hand receipts procedures.
- (1) Verify that subhand receipt holders accept direct responsibility for property by signing a hand receipt.
 - (2) Verify that equipment is issued on hand receipt/subhand receipt.
 - (3) Verify that change documents are posted to hand/subhand receipt at least six months from the oldest change document.
 - (4) Verify temporary hand receipt property issues for less than 30 calendar days.
 - (5) Verify that property issued for more than 30 calendar days is issued on a permanent hand receipt.
 - (6) Verify that inventory listings are used when assigning individual responsibility is not practical.
 - (7) Verify that components of the Sets, Kits, and Outfits (SKOs) are controlled.
 - (8) Verify that hand receipt shortage annexes are prepared when component shortages exist.
 - (9) Verify that hand receipts are filed in appropriate unit supply files.
- d. Supervise personnel requesting and receiving supplies and logistical services.
- (1) Verify that all authorized property and components and basic loads are on hand or on request.
 - (2) Verify that commander or designated representative reviews all requests having an Urgency of Need designator "A" and "B" for priority abuse.
 - (3) Verify the use of End Item Codes (EIC) for requesting repair parts.
 - (4) Verify that requests for recoverables are preceded by a turn-in of an unserviceable like item.
 - (5) Verify the establishment and maintenance of document registers within the unit.
 - (6) Verify that controls are in place to account for all VISA IMPAC purchases.
 - (7) Monitor command requirements when a unit member is appointed as an ordering/contracting officer.
 - (8) Verify that requests for DRMO property are processed through Supply Support Activity (SSA).
 - (9) Verify that Delegation of Authority Documents are prepared to receipt for supplies and equipment.
 - (10) Report all discrepancies when supplies and equipment are received.
 - (11) Verify that document modifier is submitted when a change is required.
 - (12) Verify that cancellation requests are submitted when requested items are no longer needed.
 - (13) Monitor the hazardous material program and provide guidance on the availability of materials.

- e. Supervise supply personnel in issuing, storing, and turning in supplies and equipment.
 - (1) Issuing:
 - a) Verify that all property is issued and hand receipt accountability is maintained.
 - b) Verify that hand receipts are used whenever property book or durable items are issued.
 - (2) Storage:
 - a) Verify that adequate facilities and space are available for hand receipt holders to store the different classes of supplies.
 - b) Verify that storage facilities meet physical security requirements to prevent loss.
 - c) Verify that storage facilities meet the Occupational Safety and Health Administration (OSHA) Guidelines and local SOP.
 - d) Verify that adequate material handling equipment (MHE) is on hand.
 - e) Verify that storage facilities are properly marked with appropriate identifying symbols.
 - f) Verify that materials are inspected and kept ready for use.
 - (3) Turn-ins:
 - a) Verify that transferred property meets accountability and maintenance requirements.
 - b) Verify that turn-in action of excess property and associated components is initiated within 10 calendar days after effective date of authorization document change.
 - c) Verify turn-in of unserviceable and not repairable property book items through the PBO.
 - d) Verify that turn-in of unserviceable Communication Security (COMSEC) equipment is handled by the custodian.
 - e) Verify turn-in of unserviceable repairable property to supporting SSA.
 - f) Validate component shortages of property being turned in.
 - g) Items "Found on Installation" that are not on accountable records must be turned in through PBO.
 - h) Verify turn-in of residue and unexpended ammunition after completion of training.
 - i) Verify that ammunition that is found is turned in under the amnesty program.
 - j) Verify that excess hazardous materials are turned in to SSA.
- f. Establish and maintain document registers.
 - (1) Manual:
 - a) Verify that PBO has designated, by Informal Memorandum, those elements authorized to request expendable and durable supplies.
 - b) Verify that an Informal Memorandum is on hand specifying class of supply, DODAAC, and block of document serial numbers to be used by element.
 - c) Verify that document registers are prepared and maintained correctly.
 - d) Verify that supply status and/or listings are maintained for supplies due in.

- e) Verify that all transactions, i.e., cancellation, follow-up, modification, and receipt data, are posted to document register.
- f) Verify that document register is closed out and filed correctly.
- (2) Automated:
 - a) Verify that PBO has designated, by Informal Memorandum, those elements authorized to request expendable and durable supplies.
 - b) Verify that an Informal Memorandum is on hand specifying class of supply, DODAAC, and block of document serial numbers to be used by element.
 - c) Verify that Document Number Parameter is set for classes of supply.
 - d) Verify that active and inactive document/transaction history listings are maintained correctly.
- g. Conduct reconciliation procedures with supply support activity.
 - (1) Verify that reconciliation is accomplished on a monthly basis or IAW local standing operating procedures.
 - (2) Verify that copy of reconciliation is on file.
- h. Direct establishment of supply and equipment inventory control function.
 - (1) Verify elements that impact on acquisition, allocation, and disposal of materiel.
 - (2) Verify that joint change of primary hand receipt holder was conducted.
 - (3) Verify that all unit property is inventoried annually.
 - (4) Verify that inventory is conducted prior to receipt or turn-in of property.
 - (5) Verify that a change of custody of arms storage facility is conducted with results recorded on a hand receipt.
 - (6) Verify that sensitive item inventories are conducted and recorded.
 - (7) Verify that weapons and ammunition inventories are conducted and recorded.
 - (8) Verify that unit loads, basic loads, and operational loads are inventoried to verify authorized stockage levels.
 - (9) Verify that authorized stockage of the Prescribed Load List (PLL) is on hand or on request.
 - (10) Verify that inventories of OCIE are conducted for:
 - a) Soldiers departing or newly assigned.
 - b) Soldiers placed on AWOL status, hospitalized, or on emergency leave.
 - c) Soldiers returning from a field exercise.
- i. Establish and maintain supply files.
 - (1) Verify that unit files are on hand and maintained.
 - (2) Verify that files are disposed of when required.
- j. Supervise unit budget operations.
 - (1) Review the unit's budget requirements.
 - (2) Verify the unit's Annual Fund Program allocations.
 - (3) Verify the commitment totals for each Element of Resources (EOR).
 - (4) Verify the obligated commitment totals for each EOR.
 - (5) Verify the Unfinanced Requirements List.
- k. Supervise ULLS-4.

- (1) Verify that qualified individuals are available to operate the Unit Level Logistics System S-4 (ULLS-S4).
 - (2) Verify that the ULLS-S4 EM is on hand.
 - (3) Verify that security accesses for ULLS-S4 have been established.
 - (4) Verify that ULLS-S4 Parameter Files are established.
 - (5) Verify that property origin records have been established.
 - (6) Verify that Continuity of Operations Plan (COOP) for ULLS-S4 is being performed.
3. Maintain property administration in a unit by applying the Command Supply Discipline Program procedures.
- a. Administrative action:
 - (1) Review the last evaluation to determine if past discrepancies were resolved.
 - (2) Establish suspense dates for corrective actions.
 - (3) Correct all findings using regulatory guidance.
 - (4) Brief commander on the findings at the completion of the evaluation.
 - (5) Evaluate the supply operations by using Command Inspection Checklist.
 - (6) Determine if any discrepancies are repeat findings.
 - (7) File evaluation results in the appropriate unit supply files.
 - b. Train personnel:
 - (1) Verify that school-trained supply personnel are assigned and working in their assigned position.
 - (2) Conduct Military Occupational Skill (MOS) training classes to validate skills.
 - (3) Recommend professional development through enrollment in Army correspondence courses.
 - c. Re-inspect areas:
 - (1) Review the last evaluation and correct any discrepancies.
 - (2) Inform commander that corrective action has been taken.
 - (3) Forward results of corrective action to higher headquarters.
 - (4) Determine if any discrepancies are repeat findings.
 - (5) File evaluation results in the appropriate unit supply files.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine the requirements to manage property administration.	GO	NO-GO
2. Establish property administration in a unit.	GO	NO-GO
3. Maintain property administration in a unit by applying the Command Supply Discipline Program procedures.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2

AR 190-11
AR 710-2
AR 735-5
DA Pam 25-30
DA Pam 710-2-1
ULLS-S4 EM

101-92Y-3001
VERIFY ULLS-S4 SECURITY ACCESSES

CONDITIONS

Assigned as the commander's designated representative in a field or garrison environment, given the requirement to verify Unit Level Logistics System S4 (ULLS-S4) security accesses, and given a ULLS-S4; units, users, and groups established on the system; ULLS-S4 Trusted Facility Manual (TFM), ULLS-S4 Security Features User's Guide (SFUG), ULLS-S4 Commander's Guide, AR 380-19, and local standing operating procedures (SOP).

STANDARDS

Verify ULLS-S4 security accesses and perform security maintenance requirements for ULLS-S4 operations IAW ULLS-S4 End User Manual (EM), ULLS-S4 TFM, and ULLS-S4 SFUG.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Verify ULLS-S4 users IAW ULLS-S4 EM, paragraph 9.5.1.
 - a. View user information.
 - (1) Select the Utilities menu from the ULLS-S4 main menu.
 - (2) Select the Security Accesses menu from the Utilities menu.
 - (3) Select the Add/Update User Information option from the Security Accesses menu.
 - (4) Display all user IDs by pressing the <F3> function key.
 - a) Review the list of user IDs to ensure ID uniqueness.
 - b) Highlight the first user ID and press enter.
 - c) Review selected user's information.
 - 1) Verify that user's listed DODAAC is accurate.
 - 2) Verify that user's name is correct.
 - 3) Verify that user's password is unique in comparison to other user passwords.
 - 4) Verify that effective date of user's password is current (within 180 days).
 - (5) Review remaining users' information.
 - b. Update user information records as required.
2. Verify ULLS-S4 user/group accesses IAW ULLS-S4 EM, paragraph 9.5.2.
 - a. View user accesses.
 - (1) Select the Utilities menu from the ULLS-S4 main menu.
 - (2) Select the Security Accesses menu from the Utilities menu.
 - (3) Select the User Accesses option from the Security Accesses menu.
 - (4) Display all users' IDs by pressing the <F3> function key.
 - (5) Highlight a user and press enter to view authorized accesses.
 - a) Verify user's ID.
 - b) Verify user's name.

- c) Verify that accesses are required.
 - (6) Review remaining users' accesses to ULLS-S4 processes.
 - b. Update user accesses as required.
 - b. Print User Accesses Report.
 - c. Review the User Accesses Report.
 - d. Dispose of User Accesses Report IAW local SOP.
 - e. View group accesses.
 - (1) Select the Utilities menu from the ULLS-S4 main menu.
 - (2) Select the Security Accesses menu from the Utilities menu.
 - (3) Select the Group Accesses option from the Security Accesses menu.
 - (4) Display all groups by pressing the <F3> function key.
 - (5) Highlight a group and press enter to view authorized accesses.
 - a) Verify group ID.
 - b) Verify that assigned group users are authorized.
 - c) Verify accesses are required for all assigned users.
 - f. Update group users if required.
 - g. Update group accesses if required.
 - h. Dispose of Group Accesses Reports IAW local SOP.
- 3. Review Audit Register IAW ULLS-S4 EM, paragraph 9-4, and ULLS-S4 TFM, paragraph 4.3.
 - a. Print event codes.
 - (1) Select the Utilities menu from the ULLS-S4 main menu.
 - (2) Select the Security Tracking menu from the Utilities menu.
 - (3) Select the Print Event Codes option from the Security Tracking menu.
 - a) Review event codes printout.
 - b) Use event codes printout to conduct the Audit Register review.
 - b. View the Audit Register.
 - (1) Select the Audit Register Review option from the Security Tracking menu.
 - (2) Select Review Local Register to view register on the screen.
 - a) Select review from diskette A if register to be reviewed was saved on type of diskette used in drive A.
 - b) Select review from diskette B if register to be reviewed was saved on type of diskette used in drive B.
 - (3) Print the Audit Register by selecting the <F5> function key while viewing the report on the screen.
 - a) Use the printed event codes list to review the Audit Register.
 - b) Review the Audit Register for the following:
 - 1) Unsuccessful log-in attempts.
 - 2) Unexpected hours or days usage.
 - 3) Unauthorized file deletions.
 - 4) Unauthorized utility process usage.
 - 5) Unauthorized changes in the hardware/software configuration.

- c. Move the Audit Register to diskette.
 - (1) Select the Move Audit Register option from the Security Tracking menu.
 - (2) Select appropriate drive to move the Audit Register.
 - a) Select drive A if using diskette type for drive A.
 - b) Select drive B if using diskette type for drive B.
 - (3) Insert blank, formatted diskette in the appropriate drive.
 - (4) Label the diskette IAW the screen directions.
 - d. Retain Audit Register IAW local SOP and ULLS-S4 TFM.
4. Perform Lock Management functions IAW ULLS-S4 TFM, paragraph 3.2.
- a. Lock a user account.
 - (1) Select the Utilities menu from the ULLS-S4 main menu.
 - (2) Select the Security Tracking menu from the Utilities menu.
 - (3) Select the Lock Management option from the Security Tracking menu.
 - (4) Select the <F5> function key to obtain the user entry field.
 - (5) Type in the user to be locked out.
 - (6) Process the record to lock the user out of the system.
 - (7) Select the Lock Management option from the Security Tracking menu.
 - (8) Use the up and down arrows to highlight the desired locked out user.
 - (9) Select the <F4> function key to view the highlighted locked out user.
 - a) Review the user information.
 - b) Review the date user was locked out.
 - c) Review the time the user was locked out.
 - d) Review the message to the user notifying them of their locked out status.
 - b. Unlock a user account.
 - (1) Select the Lock Management option from the Security Tracking menu.
 - (2) Use the up and down arrows to highlight the desired locked out user.
 - (3) Select the <F3> function key to unlock the highlighted user.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Verify ULLS-S4 users.	GO	NO-GO
2. Verify ULLS-S4 user/group accesses.	GO	NO-GO
3. Review Audit Register.	GO	NO-GO
4. Perform Lock Management functions.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 380-19

ULLS-S4 EM

ULLS-S4 TFM

ULLS-S4 SFUG

101-92Y-3002
REVIEW ULLS-S4 UNIT PARAMETERS FILES

CONDITIONS

Assigned as a unit supply sergeant or a battalion/brigade S4 noncommissioned officer (NCO), in a field or garrison environment, and given the requirement to review the ULLS-S4 unit parameters files. Given a Unit Level Logistics System S4 (ULLS-S4); the unit's local standing operating procedures (SOP); and directive memorandums.

STANDARDS

Review unit parameters files on ULLS-S4 for accuracy IAW ULLS-S4 EM and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review DODAAC parameters information for your unit IAW ULLS-S4, section 9, paragraph 9.2.4.d.1.
 - a. Select Utilities menu from the ULLS-S4 main menu.
 - b. Select Parameter File Maintenance menu.
 - c. Select Parameter File Display/Print menu.
 - d. Select DODAAC Information option.
 - (1) Verify that the unit parameters are correct.
 - a) Commander's Name: Verify the commander's name.
 - b) Organization Name: Verify the name of your organization.
 - c) Post Address and Bldg.: Verify address of your organization and building number.
 - d) City, State, and Zip: Verify the city, state, and zip code of the organization.
 - e) Unit Phone Number: Verify the area code and phone number of the unit commander.
 - f) Unit Concentrator ID: Verify the ID required to log on to the concentrator.
 - g) CAISI Phone Number: Verify the telephone number used by the DSU.
 - h) Computer Phone Number: Verify the computer phone number.
 - i) Telecomm Indicator: Verify the code required transmitting and receiving data via concentrator.
 - (2) Verify that the OSC parameters are correct.
 - a) OSC Indicator: Verify the entry for OSC support.
 - b) Terminal LOGIN: FDW13-leedam
 - c) DDN Address: Verify the DDN address code.
 - d) Gateway LOGIN: ugallego
 - e) Terminal Phone Number (TPN): Verify the terminal phone number.
 - f) OSC Hold Days: Verify the number of days OSC is to hold the request.
 - (3) Verify that the unit parameters are correct.

- a) Unit Identification Code: Verify the UIC for your unit; do not use the letters O or I.
 - b) Force Activity Designator (FAD): Verify the FAD for the unit.
 - c) Fund Code: Verify the fund code.
 - d) Service Designation: Verify the service designation code for the unit.
 - e) Location Code: Verify the geographic designation code for the unit.
 - f) Replenish Authorized Y/N: Verify the code that designates whether the unit is authorized to submit automated requests.
 - g) AMSS Reporting UIC: Verify the UIC.
 - h) Unit Organizational Level: Verify level of the unit.
- (4) Interface Parameter: verify that the SARSS interface is correct.
- (5) Verify that the supply parameters are correct.
- a) Document Numbers SET: Verify the beginning and ending serial number for X expendable.
- (6) Verify the beginning and ending serial number for durable items.
- a) Follow-up Priority 01-08 Request: Verify the follow-up criteria in days for high-priority request for issue.
 - b) Days 09-15 Request: Verify the follow-up criteria in days for low-priority request for issue.
 - c) Date of Last Purge: Verify the date when last inactive DCR was purged from the ULLS-S4.
 - d) Reportable Dollar Value: Verify the maximum dollar amount (extended) before requested items are printed to the Commander's Exception Report.
 - e) Purge Frequency DCR (DAYS): Verify the days when ULLS-S4 purges the inactive DCR.
 - f) Process the record.
 - g) Enter yes (Y) to the Y/N prompt to print the DODAAC Parameters Report.
 - h) Review the report.
 - i) Dispose of the DODAAC Parameters Report IAW local SOP.
2. Review the supply support parameter data for your unit IAW ULLS-S4 EM, section 9, paragraph 9.2.1.
- a. Select the Supply Support Information option from the Parameter View or Print menu.
 - b. Verify the support DSU code for class of supply for your unit.
 - c. Verify that the DSU code is correct for each class of supply.
 - (1) Class I: Verify Class I (subsistence) DSU code.
 - (2) Class II: Verify Class II (clothing, tools, TA-50) DSU code.
 - (3) Class III P: Verify Class III package petroleum, oils, and lubricants (POL) DSU code.
 - (4) Class III B: Verify Class III (bulk POL) DSU code.
 - (5) Class IV: Verify Class IV (construction, barrier materials) DSU code.
 - (6) Class V: Verify Class V ammunition supply point (ASP) DSU code.
 - (7) Class VI: Verify Class VI (personnel demand items) DSU code.

- (8) Class VII: Verify Class VII (major end items) DSU code.
 - (9) Class VIII: Verify Class VIII (medical) MEDSOM DSU code.
 - (10) Class IX C: Verify Class IX (common) repair parts and components DSU code.
 - (11) Class IX A: Verify Class IX (aviation) repair parts and components DSU code.
 - (12) Class IX M: Verify Class IX (missile) repair parts and components DSU code.
 - (13) Class X: Verify Class X (agriculture and economic development) DSU code.
 - a) Enter yes to the Y/N prompt to print the Supply Support Parameters Report.
 - b) Review the report.
 - c) Dispose of the Supply Support Parameters Report IAW ULLS-S4 EM and local SOP.
3. Review the direct support unit (DSU) data for the DSU that supports your unit IAW ULLS-S4 EM, section 9, and paragraph 9.2.1.s.
- a. Select DSU/SSA Information from the Parameter View or Print menu.
 - b. Enter the DSU code to view/print.
 - c. Press <F3> to display DSU codes that are on your ULLS-S4.
 - d. Select a DSU record to review.
 - e. Process the record.
 - f. Verify that the DSU data is correct for the selected DSU.
 - (1) DSU Code: Verify DSU code.
 - (2) DSU DODAAC: Verify DODAAC of DSU.
 - (3) DSU Name: Verify name of the DSU.
 - (4) Address and Bldg. Number: Verify address, office symbol, and building number of the DSU.
 - (5) City, State, and Zip: Verify city, state, and zip code of the unit.
 - (6) DSU Phone Number: Verify area code and phone number of the DSU.
 - (7) DSU Concentrator ID: Verify ID code that permits the DSU to log on to the concentrator.
 - (8) Point-to-Point Phone: Verify the phone numbers the DSU will be using for point-to-point file transfer.
 - (9) DSU Accept Automated Data (Y or N): Verify that the DSU accepts automated data (floppy diskette or telecommunications).
 - (10) Enter yes to the Y/N prompt to print the DSU Data Report.
 - (11) Review the report.
 - (12) Enter DSU code and process to review any other DSU records on the ULLS S4.
 - (13) Dispose of the DSU Data Report IAW ULLS-S4 EM and local SOP.
4. Review the class/subclass information for classes of supply IAW ULLS-S4 EM, section 9, paragraph 9.2.1.bb.
- a. Select Class/Subclass Information from the Parameter View or Print menu. Verify that supply category materiel codes (SCMC) for each class of supply are correct.
 - b. Enter yes to the Y/N prompt to print the Class/Subclass Parameters Report.
 - c. Review the report.
 - d. Dispose of the Class/Subclass Parameters Report IAW local SOP.
5. Review the unit load data IAW ULLS-S4, section 9, paragraph 9.2.1.m., and local SOP.

- a. Select Unit Load Information from the Parameter View or Print menu.
 - b. Verify load code and unit load description.
 - (1) B1: Verify description of the item or supply class.
 - (2) B2: Verify description of the item or supply class.
 - (3) B3: Verify description of the item or supply class.
 - (4) B4: Verify description of the item or supply class.
 - (5) B5: Verify description of the item or supply class.
 - (6) B6: Verify description of the item or supply class.
 - (7) B7: Verify description of the item or supply class.
 - (8) B8: Verify description of the item or supply class.
 - (9) B9: Verify description of the item or supply class.
 - (10) OL: Operational load. No entry required for this field.
 - (11) Enter yes to the Y/N prompt to print the Unit Load Descriptions Report.
 - (12) Review the report.
 - (13) Dispose of the Unit Load Descriptions Report IAW local SOP.
6. Review ULLS-S4 hardware parameter data IAW ULLS-S4 EM, paragraph 9.2.5.
- a. Select the Hardware Parameter File Update option from the Parameter Maintenance menu.
 - b. Verify that the data is correct:
 - (1) Program Files on Drive C: Verify that the drive is correct.
 - (2) Data Files on Drive C: Verify that the drive is correct.
 - (3) Default Floppy Drive A: Verify that the default floppy drive is correct.
 - (4) WorkStation ID: Verify that the clerk's initials are entered.
 - (5) Communications Port COM: Verify that the communication port is correct.
 - (6) Local CD ROM Drive Y: Verify that the CD ROM drive is correct.
 - (7) Path to End User Manual: Not required.
 - (8) Tape Drive/Software: Verify that the tape drive/software is correct.
 - (9) Printer Name: Verify that the printer name is correct.
 - (10) Concentrator Phone: Verify that the concentrator phone number is correct.
 - (11) MODEM Type: Verify that the type of MODEM selected is correct.
 - (12) BAUD Rate: Verify that the MODEM baud rate is correct.
 - (13) FEDLOG Drive: Verify that the FEDLOG drive is correct.
 - (14) Press screen print to print the system/hardware parameter data.
 - (15) Dispose of the screen-print IAW local SOP.
7. Modify the unit parameter files IAW LLS-S4 EM, paragraph 9.2.2.
- a. Select the Parameter File Update DODAAC option from the Parameter Maintenance menu.
 - b. Select the area for which modifications are required.
 - c. Update parameter records as required.
 - d. Print the update report(s).
 - e. File the reports IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Review DODAAC parameter information for your unit.	GO	NO-GO
2. Review the supply support parameter data for your unit.	GO	NO-GO
3. Review DSU data for the DSU that supports your unit.	GO	NO-GO
4. Review the class/subclass parameter data for Class IX for your unit.	GO	NO-GO
5. Review unit load data.	GO	NO-GO
6. Review ULLS-S4 hardware parameter data.	GO	NO-GO
7. Modify the unit parameter files.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

Local SOP
ULLS-S4 EM

101-92Y-3005
REVIEW CONTINUITY OF OPERATION PROCEDURES (COOP)

CONDITIONS

Assigned as a unit supply sergeant or as a battalion S4 noncommissioned officer (NCO) in a field or garrison environment with a requirement to provide oversight on Continuity of Operation Procedures (COOP). Given a COOP plan or annex of local standing operating procedures (SOP), a unit supply clerk, Unit Level Logistics System S4 (ULLS-S4), and diskettes or tapes.

STANDARDS

Verify that the unit(s) supply clerk performs the daily backup of database files and the ability to restore database and system files to a ULLS-S4 operating system without loss of data IAW ULLS-S4 End User Manual (EM) and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Ensure that Continuity of Operation Plan (COOP) exists.
 - a. Ensure validity of COOP plan or COOP annex to local standing operating procedures (SOP).
 - b. Coordinate COOP actions through CSSAMO/AMO/system administrator.
 - c. Maintain a ULLS-S4 system problem log.
2. Verify that subordinate unit media has been formatted for COOP IAW ULLS-S4 EM, paragraphs 9.7 and 9.8.
 - a. Verify that diskettes are formatted.
 - b. Verify that tapes are formatted.
3. Verify subordinate unit backup of ULLS-S4 system and database files using media IAW ULLS-S4 EM, paragraphs 9.7 and 9.8.
 - a. Ensure that the backup of system files has been performed.
 - (1) Backup of system files must be performed after the following processes:
 - a) Conversion to ULLS-S4.
 - b) Loading a Software Change Package (SCP).
 - c) Loading an Interim Change Package (ICP).
 - d) IAW local SOP.
 - (2) Verify that a rebuild has been performed using the "REBUILD ALL FILES EXCEPT CATALOG" option.
 - (3) Verify that enough media (tapes or diskettes) is available to perform the system backup.
 - (4) Verify that system backup has been performed.
 - (5) Verify that media (tapes or diskettes) is labeled IAW ULLS-S4 EM, paragraph 7.7.2.j.
 - (6) Dispose of the system backup IAW local SOP.
 - b. Ensure the daily backup of database files has been performed.

- (1) Verify enough media (tapes or diskettes) is available to perform daily backup.
 - (2) Verify daily backup has been performed.
 - (3) Verify media (tapes or diskettes) is labeled IAW ULLS-S4 EM, paragraph 7.8.1.f.
 - (4) Dispose of the daily backup IAW local SOP.
4. Test subordinate unit in restoring system and database files to ULLS-S4 IAW paragraphs 9.7 and 9.8.
- a. Ensure that rebuild of database files has been accomplished.
 - b. Verify the restoring of system and database files to assigned ULLS-S4 using the most recent backup data/media
 - c. Obtain float ULLS-S4 from Combat Service Support Automation Management Office (CSSAMO).
 - (1) Verify restoring of system files on new ULLS-S4 hardware.
 - (2) Verify restoring of database files on new ULLS-S4 hardware.
 - d. Access the new ULLS-S4.
 - (1) Verify rebuild of the database files.
 - (2) Ensure that no errors occur during the rebuild process.
 - e. Dispose of system and database backup media IAW COOP or annex of local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Ensure that Continuity of Operations Plan (COOP) exists.	GO	NO-GO
2. Verify that media is formatted for COOP.	GO	NO-GO
3. Supervise backup of ULLS-S4 system and database files using media.	GO	NO-GO
4. Supervise restoring of system and database files to ULLS-S4.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- Continuity of Operation Procedures (COOP)
- Local SOP
- ULLS-S4 EM

101-92Y-3113
REVIEW UNIT SUPPLY FILES

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to review the unit supply files. Given the unit supply files, local standing operating procedures (SOP), AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), Unit Level Logistics System S4 (ULLS-S4), a file cabinet, and file records.

STANDARDS

Review unit supply files for discrepancies and verify that all files are being maintained IAW AR 25-400-2.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Verify that all unit supply files are being maintained properly IAW AR 25-400-2, chapters 5 and 6.
 - a. Verify that all required actions have been completed prior to filing.
 - b. Verify that the current list of file numbers (FN) used in the supply room is on hand.
 - c. Verify that the publications manager has approved the file list.
 - d. Verify that the following required files are maintained:
 - (1) FN 1a. Office File Numbers.
 - (2) FN 1g. Office Record Transmittals.
 - (3) FN 25-400-2a. Record Locator and Dispositions.
 - (4) FN 25-400-2b. Chargeout Suspenses.
 - (5) FN 25-400-2d. Records Disposition Standard Exceptions.
 - (6) FN 25-400-2g. Records Disposal Authorizations.
 - e. Verify that the contents of the file folder and all unnecessary materials are removed.
 - f. Verify that file folder labels are correct.
 - g. Verify that follow-up action is taken on incomplete actions and that the files will not be prematurely closed.
 - h. Verify that suspense files are disposed of when the applicable action is complete.
 - i. Verify that ULLS-S4 parameter files are current.
2. Assist supply personnel in correcting deficiencies in unit supply files IAW AR 25-400-2, paragraph 5-2.
 - a. Take action to obtain missing documents.
 - b. If missing documents cannot be found, prepare a memorandum outlining the action taken.
 - c. Purge any unnecessary documents from the unit supply files.
 - d. Dispose of any inactive unit supply files.
 - e. Follow-up to verify that corrective actions have been completed.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

- | | | |
|---|----|-------|
| 1. Verify that all unit supply files are being maintained properly. | GO | NO-GO |
| 2. Assist supply personnel in correcting deficiencies in unit supply files. | GO | NO-GO |

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2

Local SOP

ULLS-S4 EM

101-92Y-3114
REVIEW PUBLICATIONS REQUIREMENTS

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to review the unit publications library. Given the MTOE or TDA; DA Form 17, DA Form 17-1, AR 710-2, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), DA Pam 25-30, a computer with CD-ROM, pinpoint distribution DA Form 12 series, and local standing operating procedures (SOP).

STANDARDS

Verify that all required publications are on hand or on order for all organizational property in the unit through the S-1 section IAW DA Pam 25-30 CD-ROM, applicable MTOE or TDA, and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review DA Form 12 series documents.
 - a. Review the account data to determine what publications are on order for the unit supply room.
 - b. Review the MTOE or TDA for equipment changes.
 - c. Verify that the DA Pam 25-30 on CD-ROM is installed on a computer.
 - d. Validate DA Form 12 series documents annually against DA Pam 25-30 with the organization publication clerk.
 - e. Identify all new publications or changes to publications.
 - f. Prepare a list of required publications.
2. Verify that the publications account manager places all required publications on order.
 - a. Forward DA Form 17 and DA Form 17-1 for all required publications to the publication clerk.
 - b. Verify that a signed copy of DA Form 17 and DA Form 17-1 was placed in the unit supply suspense file.
 - c. Destroy DA Form 17 and DA Form 17-1 when all publications have been received IAW the local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

- | | | |
|---|----|-------|
| 1. Review DA Form 12 series documents. | GO | NO-GO |
| 2. Verify that all required publications are placed on order by the publications account manager. | GO | NO-GO |
-

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
AR 710-2
DA Pam 25-30
Local SOP
MTOE or TDA

SUBJECT AREA 3: UNIT SUPPLY REQUIREMENTS

101-92Y-3300

DETERMINE LOGISTICAL REQUIREMENTS

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment, given the requirement to plan and forecast logistical requirements for specific classes of supplies for combat operations: Class I (subsistence), Class II (clothing, tools, Table of Allowance 50), Class III (petroleum, oil, and lubricants), Class IV (construction, barrier materials), Class V (ammunition), Class VI (personal items), and Class VIII (medical, except repair parts). Given Unit Level Logistics System S4 (ULLS-S4), OPLOGPLANNER, Logistic Estimate Workbook (LEW), DA Pam 710-2-1, AR 710-2, and the unit's local standing operating procedures (SOP).

STANDARDS

Plan and forecast requirements for specific classes of supplies to support combat operations IAW ULLS-S4 EM, DA PAM 710-2-1, OPLOGPLANNER, and Logistic Estimate Workbook (LEW).

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Establish unit basic load of Class I, III, and V supplies to support combat operations IAW DA Pam 710-2-1, chapter 7, and the unit's local SOP.
 - a. Determine what classes of supplies will be maintained as a basic load.
 - b. Determine the method of calculating the stockage levels.
 - c. Determine basic load of Class I (subsistence) based on the unit's authorized personnel strength and mission.
 - d. Determine the unit's health and comfort sundry pack requirement based on the unit's assigned female personnel.
 - e. Compute Class I based on personnel strength and days of supply (DOS) required.
 - f. Compute the number of health and comfort sundry packs based on the number of females and males assigned and DOS.
 - g. Determine the water requirements based on the unit needs for the temperate zones: arid, tropic, temperate, and arctic.
 - (1) Compute water requirements for construction needs.
 - (2) Compute water requirements for drinking.
 - (3) Compute water requirements for food preparation.
 - (4) Compute water requirements for personal hygiene.
 - (5) Compute water requirements for laundry.
 - (6) Compute water requirements for aircraft and vehicle maintenance/use.
 - (7) Compute water requirements for medical requirements.
 - (8) Compute water requirements for Mission Oriented Protective Posture (MOPP) 3 and 4.

- (9) Determine storage space required for Class I, health and comfort sundry packs.
 - h. Determine basic load for Class III, bulk fuel and packaged products (POL), based on the unit's authorized equipment.
 - (1) Verify the unit's required and authorized quantities by equipment type.
 - (2) Compute Class III based on equipment density and DOS:
 - a) Compute MOGAS requirements, if required.
 - b) Compute JP8 requirements, if required.
 - c) Compute Aviation Gas, if required.
 - (3) Determine storage space required for Class III basic load.
 - i. Determine basic load for Class V based on unit authorization of weapons.
 - (1) Verify the unit's required and authorized quantities of weapons.
 - (2) Compute Class V based on weapon density and DOS.
 - (3) Determine storage space required for Class V basic load.
 - j. Account for Classes I and V on the property book.
 - k. Coordinate the replenishment of basic loads for Classes I, II, III, IV, V, VI, and VIII (except medical repair parts) of supply.
2. Establish unit's operational load (OL) for Class I, II, III, IV, V, VI, and VIII (except medical repair parts) supplies IAW ULLS-S4 EM; DA Pam 710-2-1, paragraph 7-2.
- a. Determine OL requirements for Class I, II, III, IV, V, VI, and VIII (except medical repair parts) supplies.
 - b. Maintain a stockage list for OL.
 - c. Manage OL for Class I, II, III, IV, V, VI, and VIII (except medical repair parts) supplies.
 - d. Account for OL on a locally produced ledger.
 - e. Review OL for Class I, II, III, IV, V, VI, and VIII (except medical repair parts) supplies.
 - f. Update the OL list after the review.
 - g. Maintain OL on ULLS-S4, IAW ULLS-S4 EM.
 - (1) Select Supply menu from the S4 main menu.
 - (2) Select Unit Load menu from the Supply menu.
 - (3) Select Unit Load Add/Mod/Del option to update the unit load.
 - (4) Select Add Unit Load Record from the Unit Load Update options list.
 - a) Enter load code to update the unit load.
 - b) Enter NIIN of the expendable item to be added to the unit load.
 - c) Process the NIIN to add unit load record.
 - d) Enter authorized quantity.
 - e) Enter replenishment quantity.
 - f) Enter location code.
 - g) Enter shelf life expiration date, if applicable.
 - h) Review the entries.
 - i) Process the record.

EVALUATION GUIDE

PERFORMANCE MEASURES**RESULTS**

- | | | |
|--|----|-------|
| 1. Establish unit basic load for Class I, II, and V supplies to support combat operations. | GO | NO-GO |
| 2. Establish a unit OL for Class I, II, III, IV, V, VI, and VIII (except medical repair parts) supplies. | GO | NO-GO |
-

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 710-2
DA Pam 710-2-1
Logistic Estimate Workbook (LEW)
OPLOGPLN
ULLS-S4 EM

101-92Y-3003
REVIEW UNIT LOAD

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to review the unit loads. Given the Unit Level Logistics System S4 (ULLS-S4); basic load (BL) data; operational load (OL) data; unit load (UL) data; AR 735-5, AR 710-2, DA Pam 710-2-1, CTA 8-100, CTA 50-970, CTA 50-909, and local standing operating procedures (SOP).

STANDARDS

Verify the unit load is on hand or on order using manual and automated procedures IAW DA Pam 710-2-1, ULLS-S4 EM, and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Update unit load requirements.
 - a. Determine unit load allocations by reviewing the appropriate authorization documents.
 - b. Conduct a manual review by doing the following:
 - (1) Review DA Form 2063-R for Class II, IV, and VIII changes.
 - a) Review DA Form 3318 semiannually.
 - b) Inventory basic load.
 - c) Determine if an adjustment document for shortages is required.
 - d) Make sure shortages are placed on order.
 - e) Verify that any excess is returned to the SOS.
 - f) Verify that documents are filed in the unit supply files
 - (2) Verify that the Class I and V basic loads are on the property book.
 - (3) Verify that the Class I basic load is inventoried semiannually.
 - (4) Verify that the Class V basic load is inventoried monthly.
 - c. Inspect operational load for Class II, III Package, IV, and VIII IAW DA Pam 710-2-1.
 - (1) Verify that at least a 15-day stockage of supply is on hand or on request.
 - (2) Account for durable items using hand receipt procedures.
 - (3) Verify that durable items in the loads are inventoried semiannually.
 - (4) Check all items to verify that each item matches the description on the hand receipt.
 - (5) Prepare a list of any discrepancies found.
 - (6) Count all items and make a list of any differences between the quantity on hand and the quantity shown on the hand receipt.
 - (7) Conduct a visual check of the items' condition.
 - (8) Verify that unserviceable items are returned to the SOS and damaged items are repaired.

- (9) Verify that any excess items are returned to the SOS.
- (10) Verify that turn-in documents are filed in the unit supply files.
- d. Review the ULLS-S4 Unit Load Records. Conduct an automated review using ULLS-S4.
 - (1) Verify that all changes have been made.
 - (2) Verify the accuracy of all NIINs on the Unit Load List.
 - (3) Verify that changes were made using the ULLS-S4 Unit Load Inquiry Process.
 - (4) Prepare an inventory report in a memorandum as follows:
 - a) State that the required items were completely inventoried.
 - b) Sign the inventory.
 - c) Give the original copy of the inventory report to the unit commander.
 - d) Verify that one copy of the report is filed in the unit supply files.
- e. Check with the unit commander to determine if an adjustment document for any shortages is required.
- f. Prepare adjustment documents if necessary.
- g. Verify that any shortages are placed on order.
- 2. Conduct follow-up to correct unit load deficiencies.
 - a. Verify that adjustment documents for unit load shortages have been prepared IAW AR 735-5.
 - b. Verify that all overages are turned in to the SOS.
 - c. Verify that any new changes are forwarded to the SOS.
 - d. Verify that the results of all unit load inventories are filed IAW the local SOP.
 - e. Re-inspect and verify that all deficiencies have been corrected.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Update unit load requirements.	GO	NO-GO
2. Conduct follow-up to correct unit load deficiencies.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 710-2
 AR 735-5
 CTA 8-100
 CTA 50-970
 CTA 50-909
 DA Pam 710-2-1
 Local SOP
 ULLS-S4 EM

SUBJECT AREA 4: PROPERTY ADJUSTMENT PROCESS

101-92Y-3117

REVIEW PROPERTY ADJUSTMENT DOCUMENTS

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the situation where property has been lost, damaged, or destroyed. Given DA Form 3328, DA Form 3328-1, DA Form 4949, DA Form 4697, DD Form 362, AR 735-5, DA Pam 710-2-1, DA Pam 735-5, unit supply files, local standing operating procedures (SOP), a computer with CD-ROM, a forms program, and ULLS-S4.

STANDARDS

Review an adjustment document to obtain relief from responsibility for property without rejection by the processing authority IAW AR 735-5 and DA Pam 710-2-1.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Verify the accuracy of adjustment documents.
 - a. Review the DA Form 4697 that is being processed.
 - (1) Verify that all entries on front (blocks 1 through 20) are completed.
 - (2) Verify that accountable officer signature and document number were obtained.
 - (3) Verify that higher headquarters has assigned a survey number.
 - (4) Verify that adjustments made to hand receipts/subhand receipts are applicable.
 - (5) Verify that a copy of DA Form 4697 is filed in the appropriate unit supply file IAW AR 25-400-2.
 - (6) Verify that a memorandum of summary was prepared for the appointing/approving authority.
 - (7) Determine if surveys are being forwarded to the approving authority in a timely manner.
 - (8) Ensure that a survey officer has been appointed on orders.
 - (9) Verify that the survey officer has been provided a copy of DA Pam 735-5.
 - (10) Verify that the fair market value or depreciation value is being allowed.
 - (11) Verify that surveys are being sent to the Judge Advocate General's (JAG) office for legal review.
 - (12) Check to see if the survey officer's findings and recommendations are being reviewed prior to being presented to appointing/approving authority.
 - (13) Verify that replacement item(s) was requested through supply channels.
 - (14) Verify that accountability of property was reestablished if required.
 - b. Review the DD Form 362.
 - (1) Check the date prepared.
 - (2) Verify that all entries are correct.
 - (3) Obtain accountable officer's signature and document number.

- (4) Verify that adjustments made to hand receipts/subhand receipts are applicable.
- (5) Place copy of DD Form 362 in the appropriate unit supply file and dispose of IAW AR 25-400-2.
- (6) Verify that replacement items were requested through supply channels.
- c. Review DA Form 4949.
 - (1) Check the date prepared.
 - (2) Verify that all entries are correct.
 - (3) Verify change of account requirements.
 - (4) Verify that accountable officer has signed and annotated a document number.
 - (5) Verify that hand receipts/subhand receipts have been adjusted for all changes.
 - (6) Verify that a copy of DA 4949 is filed in the appropriate unit supply files and dispose of IAW AR 25-400-2.
2. Complete final disposition of an adjustment document to obtain relief from responsibility for property IAW AR 735-5 or DA Pam 710-2-1.
 - a. Verify that final action was completed, as required, by the approving authority.
 - b. Verify that the individual(s) is notified of his/her rights regarding financial liability charges.
 - c. Verify that finance has processed financial liability against the individual being charged.
 - d. Ensure that the property book officer is provided a completed copy of final action on adjustment documents.
 - e. Remove suspense copy from unit suspense file and file the approved copy in document support file IAW AR 25-400-2 and DA Pam 710-2-1.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Verify the accuracy of adjustment documents.	GO	NO-GO
2. Complete final disposition of an adjustment to obtain relief from responsibility for property.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 735-5
 DA Pam 710-2-1
 DA PAM 735-5
 Local SOP
 ULLS-S4 EM

SUBJECT AREA 5: BULK PETROLEUM PROCEDURES

101-92Y-3112

MAINTAIN INVENTORY RECORDS FOR BULK PETROLEUM

CONDITIONS

Assigned as the unit supply sergeant in a field or garrison environment and given the requirements to account for and adjust inventory records for bulk petroleum. Given appropriate regulations AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 735-5, AR 710-2, DA Pam 710-2-1, DA Form 3643, DA Form 3644, DA Form 2064, DA Form 3853-1, DA Form 4702-R, FM 10-67-1, local standing operating procedures (SOP), a local forms program, and a computer.

STANDARDS

Maintain 100% supply accountability for bulk petroleum products IAW DA Pam 710-2-1 and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

-
1. Maintain audit trails on all fuel issued and received IAW DA Pam 710-2-1 and local SOP.
 - a. Post all fuel received as a receipt, except fuel issued by the SSA directly into or specifically identifiable to a consuming end item of equipment.
 - b. Prepare a memorandum for the responsible individual that contains the following information IAW DA Pam 710-2-1.
 - (1) Name.
 - (2) Rank.
 - (3) Signature of responsible individual.
 - (4) Duty appointment.
 - (5) Signature block of approving authority.
 - (6) Signature of approving authority.
 - c. Maintain DA Form 3643 IAW DA Pam 710-2-1.
 - (1) Verify that daily issue of petroleum products is used by the dispensing facility as a daily record of issue to vehicles or other petroleum consuming items of equipment.
 - (2) Make sure that this form is turned in to the accountable officer at the end of each day and that it is then checked to ensure that the following items are provided:
 - a) Vehicle registration number.
 - b) Type, grade, and unit of issue for each product issued to one vehicle.
 - c) Organization and address of the unit receiving the bulk petroleum.
 - d) Signature and grade of the person receiving bulk petroleum.

- e) The post where the fuel is being issued.
 - f) The date block.
 - g) Signature of the attendant.
- d. Maintain a statement of summarized daily issues IAW DA Pam 710-2-1.
- (1) During a field exercise, if maintaining auditable records is not feasible, the unit commander will prepare a statement of summarized daily issues.
 - (2) Inventories are taken and documented on a daily basis to determine the amount of fuel issued.
 - (3) The opening inventory, plus receipts, minus the closing inventory is the amount of fuel issued that day.
 - (4) Indicate that the fuel was used in authorized army equipment.
 - (5) Complete the statement within three working days after completion of exercise.
 - (6) Post quantities to DA Form 3644 as of the last day of the exercise.
 - (7) File and maintain the statement as a supporting document to DA Form 3644.
 - (8) Statement does not replace audit trail, but supplements auditable record.
 - (9) Verify that this statement contains the following information:
 - a) Dates of the exercise.
 - b) Date of each issue.
 - c) Unit receiving the issue.
 - d) Type of fuel.
 - e) Quantity.
 - f) Signature block of commander.
 - g) Signature of commander.
- e. Maintain DA Form 3644 IAW DA Pam 710-2-1.
- (1) Verify that DA Form 3644 is prepared for each month starting on the first day of each month. Use DA Form 3644 for all types of fuel, i.e., MOGAS, DSL, JP8, etc.
 - (2) Verify that quantities on DA Form 3643 used for each day are totaled and posted to the applicable line on DA Form 3644.
 - (3) Verify at the end of each month that DA Form 3644 is totaled for issues and receipts, a document number is assigned, and the totals for each type/grade of bulk petroleum are posted in the supporting document file 710-2a.
- f. Maintain DA Form 2064 IAW DA Pam 710-2-1.
- (1) Verify that issues and receipts for bulk petroleum are recorded on the document register.
 - (2) Verify that a separate document register and block of document numbers may be assigned to bulk petroleum by the local SOP.
 - (3) Verify that all receipts for bulk petroleum that have been recorded on DA Form 2064 are placed in the document supporting file with all other documents listed on the document register.
- g. Prepare DA Form 3853-1 IAW DA Pam 710-2-1.
- (1) DA Form 3853-1 is a monthly physical inventory for each type or grade of bulk fuel on hand within the unit.
 - (2) Fill in the following information on DA Form 3853-1:

- a) Enter unit.
 - b) Enter date.
 - c) Enter time.
 - d) Enter location.
 - e) Enter API gravity.
 - f) Enter check mark in inventory block.
 - g) Enter tank number.
 - h) Enter nominal tank capacity.
 - i) Enter product and grade.
 - j) Enter tape reading.
 - 1) Enter linear reading.
 - 2) Enter volumetric equivalent (gallons).
 - k) Enter the bob reading.
 - 1) Enter linear reading.
 - 2) Enter volumetric equivalent (gallons).
 - l) Enter net volume of product, uncorrected for temperature (line 1 minus line 2).
 - 1) Linear reading: leave blank.
 - 2) Enter the total volumetric equivalent (gallons).
 - m) Enter average temperature.
 - 1) Enter temperature.
 - 2) Volumetric equivalent: leave blank.
 - n) Enter multiplier.
 - 1) Enter multiplier number.
 - 2) Volumetric equivalent: leave blank.
 - o) Net quantity of product at 60°F (U.S. gallons) (line 3 is multiplied by line 5).
 - 1) Linear reading: leave blank.
 - 2) Enter net quantity.
 - p) Enter name and grade of operations officer.
 - q) Enter signature of operations officer.
 - r) Enter name and grade of gager.
 - s) Enter signature of gager.
- (3) This inventory is documented in the Physical Closing Inventory block on the MBPAS report.
 - (4) Place DA Form 3853-1 in the unit supply files IAW AR 25-400-2 file number 710-2a.
- h. Provide usage data for future allocation requirements IAW AR 710-2, and local SOP.
 - (1) Track usage data using DA Form 4702-R.
 - (2) Develop annual requirements for next fiscal year.
- 2. Account for bulk petroleum using DA Form 4702-R IAW DA Pam 710-2-1, and local SOP.

- a. The MBPAS contains auditable records of monthly receipts, issues, and inventory of bulk petroleum products. Additionally it is used to adjust inventories.
- b. The MBPAS becomes the account record for petroleum products in the using unit. This form may be generated electronically if the user has the automation capability available.
- c. Change of responsible individual requires closing the MBPAS and starting a new MBPAS with the new designated responsible individual signature.
- d. Close DA Form 4702-R out as of 0800 hours local time the last day of the month.
- e. Submit the report to the next higher headquarters within three working days of the end of the month.
- f. Prepare DA Form 4702-R. Fill in the following information on DA Form 4702-R:
 - (1) Post, Camp, or Station block : enter name of the post, camp, or station.
 - (2) Property Account Number block: enter the unit identifier code.
 - (3) Period of Report block: enter the beginning date (from) and the ending date (to).
 - (4) Products block: enter the NSN and product nomenclature.
 - (5) Opening Inventory block: enter the physical inventory quantity from the previous month's closing inventory book.
 - (6) Receipts block: enter total from the receipt (gals) column (including defuels) on DA Form 3644.
 - (7) Issues block: enter total from the issue (gals) column on DA Form 3644.
 - (8) Physical Closing Inventory block: obtain this quantity by taking a physical inventory on DA Form 3853-1 of all bulk petroleum products on hand.
 - (9) Monthly Gain/Loss block: obtain this figure by calculating the difference between the physical closing inventory (block e) and the closing book balance (block d). Reflect losses with a minus sign and reflect gains with a plus sign.
 - (10) Calculate the Maximum Allowable Gain/Loss of AVGAS, MOGAS, and jet fuels by adding the opening inventory (block a), to the receipts (block b), and multiplying this total by .01. Place the total in the Maximum Allowable Gain/Loss block. The maximum allowable gain/loss for all other products is calculated by adding the opening inventory (block a), to the receipts (block b), and multiplying the total by .005.
 - (11) Remarks block: record any explanations that the accountable/responsible officer makes to clarify data.
 - (12) Enter document number in the top right hand corner above the period of report block.
 - (13) Name & Grade of Approving Officer block: type or print the name of the approving authority.
 - (14) Enter signature of the approving authority in the signature block.
 - (15) Enter the date signed by the approving authority in the date block.
 - (16) Since most petroleum products are subject to a comparatively high evaporation rate and losses in handling due to spillage, a loss allowance has been established for certain products. To determine if there is a loss or overage, the closing inventory is subtracted from the closing book balance. This amount is entered in the monthly gain/loss block. Allowable losses are:
 - a) Handling of bulk petroleum.

- b) Transportation.
 - c) Storage.
 - d) Weather.
- (17) Allowable losses are determined by adding the opening inventory block and the receipts block and multiplying this total by a specified percentage. For gasoline, jet fuel, and JP-8, this percentage is 1 percent (.01). For kerosene, solvent, oil, diesel fuel, and fuel oil, the percentage is ½ of a percent (.005).
- (18) If the actual loss is less than the allowable loss, the actual loss is posted as a turn-in. The MBPAS is forwarded to the approving authority for signature. The approving authority has the option to approve the MBPAS or direct the initiation of a report of survey.
- (19) If the total handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$500, there is a mandatory initiation of a Report of Survey. The Report of Survey is assigned the same document number as the MBPAS. Both the Report of Survey and the MBPAS are forwarded to the approving authority for the appropriate action IAW AR 735-5.
- (20) In the unlikely event that the closing inventory quantity exceeds the closing book balance, an MBPAS is prepared under the provisions of AR 703-1, which reflects a quantity over. The quantity over is posted as a receipt. The closing book balance then agrees with the inventory quantity and is the opening inventory for the subsequent month.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Maintain audit trails on all fuel issued and received.	GO	NO-GO
2. Account for bulk petroleum using DA Form 4702-R.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 710-2
 AR 735-5
 DA Pam 710-2-1
 FM 10-67-1

Local SOP

SUBJECT AREA 6: HAND RECEIPT PROCESS

101-92Y-3110

MANAGE HAND RECEIPTS/SUBHAND RECEIPTS

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to manage property through hand receipt procedures. Given the Standard Property Book System–Redesigned (SPBS-R) download, blank DA Form 2062, DA Form 3161, AR 710-2, DA Pam 25-30, DA Pam 710-2-1, appropriate technical manuals and supply catalogs, document registers, due-in status file, a computer with a forms program, authorization documents, a Unit Level Logistics System S4 (ULLS-S4), and a unit supply clerk.

STANDARDS

Manage hand receipts/subhand receipts, temporary hand receipts, hand receipt annexes, and component hand receipts IAW DA Pam 710-2-1 and ULLS-S4 End User Manual (EM).

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review hand receipt/subhand receipts, temporary hand receipts, inventory list, and equipment receipts for accuracy IAW DA Pam 710-2-1.
 - a. Review manual hand receipt procedures.
 - (1) Review DA Form 2062 used as a hand receipt/subhand receipt.
 - a) Verify that change of primary hand receipt holder inventory was conducted and recorded.
 - b) Verify that hand receipt holders are still assigned to unit.
 - c) Verify that all authorized equipment is listed on hand receipt.
 - d) Determine if all authorized equipment is on hand or on request.
 - e) Verify that all publication data is recorded in the item description block.
 - f) Verify that shortage annexes are on hand for shortages as a result of an inventory.
 - g) Determine if the document number(s) are recorded on shortage annexes for due ins.
 - h) Verify that component hand receipts are being used when required.
 - i) Verify that installation and organization property is not issued on the same hand receipt.
 - j) Verify if change documents are on hand for transactions and adjustment documents.
 - k) Determine if the hand receipt is being updated at least every six months based on the date of oldest change document.
 - l) Verify that change documents for hand receipts are being destroyed after being posted.

- m) Verify that items issued on component hand receipts are issued to the intended user.
 - n) Determine if the unit is using temporary hand receipt procedures when issuing equipment for less than 30 days.
 - o) Verify that hand receipt is placed in the appropriate unit supply file.
- (2) Review DA Form 2062 used as component hand receipt.
- a) Verify that component hand receipt holder is still assigned to unit.
 - b) Verify that items issued on component hand receipt are being issued to intended user.
 - c) Verify that shortages are annotated on component hand receipt.
 - d) Verify that all authorized equipment is listed on component hand receipt.
 - e) Verify that all authorized equipment is on hand or on request.
 - f) Verify that the document number(s) are recorded on component hand receipt to show due-ins.
 - g) Verify that end item stock number is entered.
 - h) Verify that end item description is entered.
 - i) Verify that recorded publication data is correct.
 - j) Verify that the quantity of end item is correct.
 - k) Verify that change documents are on hand for transactions affecting the component hand receipt on hand balance.
 - l) Verify that the component hand receipt is being updated at least every six months based on the date of oldest change document.
 - m) Verify that change documents for component hand receipts are destroyed after being posted.
 - n) Verify that component hand receipts are placed in appropriate unit supply file.
 - o) Confirm signature, rank, and date.
- (3) Review DA Form 2062 used as a hand receipt annex.
- a) Verify that the hand receipt/subhand receipt has a shortage annex annotated with any shortage that exists.
 - b) Verify that hand receipt holders are still assigned to unit.
 - c) Verify that all shortages are listed on the shortage annex.
 - d) Verify that publication data is recorded in the item description block.
 - e) Verify that there is a valid due-in for all shortages on shortage annex.
 - f) Verify that the document number(s) are recorded on shortage annex for due-ins.
 - g) Verify that end item stock number is entered.
 - h) Verify that end item description is entered.
 - i) Verify that recorded publication data is correct.
 - j) Verify that the quantity of end item is correct.
 - k) Verify item description of existing shortages.
 - l) Verify that change documents are on hand for transactions affecting the shortage annex.

- m) Verify that the shortage annexes are updated at least every six months when hand receipts are updated.
 - n) Verify that person filling the position identified in the "From" block of DA 2062 is initialing shortages.
 - o) Verify that change documents are on hand for all transactions.
 - p) Verify that change documents for shortage annexes are destroyed after being posted.
 - q) Verify that shortage annex is placed in the appropriate unit supply file.
- (4) Review DA Form 2062 used as an inventory list.
- a) Verify that unit is using the inventory list to account for property when assigning responsibility is impractical.
 - b) Verify that copy of inventory list is kept in area where the property is located and placed where it can be easily seen.
 - c) Verify that inventory of property is being conducted and recorded at least semi-annually.
 - d) Verify that unit SOP has instructions for using inventory list procedures.
 - e) Ensure that DA Form 2062 is filled out IAW DA Pam 710-2-1.
- (5) Review DA Form 3749, equipment receipt used as a hand receipt.
- a) Verify that equipment receipt is used to issue individual equipment to the same person for brief recurring periods.
 - b) Ensure that DA Form 3749 is filled out properly IAW DA 710-2-1.
 - c) Verify that an equipment receipt is prepared for each soldier authorized to receipt property.
 - d) Verify that equipment receipts are prepared and maintained correctly.
- (6) Review DA Form 3161, used as a temporary hand receipt.
- a) Determine if unit hand receipt holders are loaning equipment to another unit without approval of PBO.
 - b) Verify that temporary hand receipts are only used to loan equipment for 30 calendar days or less.
 - c) Verify that the original copy of temporary hand receipt is on hand.
 - d) Verify that temporary hand receipts are being filed in date sequence.
 - e) Ensure that DA Form 3161 is filled out properly.
 - f) Verify that the temporary hand receipt file is being reviewed daily.
 - g) Verify temporary hand receipts are destroyed upon return of property.
- b. Review automated hand receipt procedures.
- (1) Review standard property book system—redesigned (SPBS-R) hand receipt/property list from property book officer to primary hand receipt holder.
- a) Verify that the change of primary hand receipt holder inventory was conducted and recorded.
 - b) Verify that the signed copy of hand receipt is current.
 - c) Verify that all authorized equipment is listed on hand receipt.
 - d) Verify that all authorized equipment is on hand or on request.
 - e) Verify that shortage annexes are on hand for shortages as a result of an inventory.

- f) Verify that the document number(s) are recorded on shortage annex for due-ins.
 - g) Verify that person filling the position identified in the "From" block of DA 2062 is initialing shortages.
 - h) Verify that component hand receipts are being used when required.
 - i) Verify that change documents are on hand for transactions and adjustment documents.
 - j) Verify that changes are being posted to work copy of hand receipts.
 - k) Verify work copy with monthly hand receipt/property list for accuracy.
 - l) Verify that change documents are destroyed after posting to hand receipt.
 - m) Determine if the SPBS-R monthly update is being downloaded to ULLS-S4.
 - n) Verify that cyclic and sensitive items inventories are being conducted and recorded.
 - o) Determine if distribution instructions are on hand or have been requested for excess equipment.
 - p) Verify that hand receipt is placed in the appropriate unit supply file.
- (2) Review Unit Level Logistics System-S4 automated hand receipt procedures.
- a) Verify property origin record.
 - 1) From the ULLS-S4 main menu, select hand receipt menu.
 - 2) Select Property Origin Maintenance option.
 - 3) Select Print Property Origin Report option.
 - 4) Review the Property Origin Report.
 - 5) Dispose of Property Origin Report IAW local SOP.
 - b) Verify that SPBS-R download is being performed to update primary hand receipt.
 - c) Determine if there is an imbalance report for equipment not assigned on the subhand receipt.
 - d) Verify all entries of the automated hand receipt for accuracy.
2. Post change documents and adjustment documents to hand receipt/subhand receipts IAW DA Pam 710-2-1 and ULLS-S4 EM.
- a. Review manual, SPBS-R, and ULLS-S4 hand receipt procedures.
 - (1) Determine if change documents are being maintained with hand receipts/subhand receipts.
 - (2) Verify that change documents are posted to hand receipts/subhand receipts prior to change of hand receipt/subhand receipt holder inventory.
 - (3) Verify that installation and organization equipment is not issued on same change document.
 - (4) Verify that change documents are posted to hand receipt/subhand receipt at least every six months.
 - (5) Verify that information being posted to hand receipts/subhand receipts is accurate.
 - a) Verify the quantity of item being posted to subhand receipt.
 - b) Verify national stock number of item being posted to hand receipt/subhand receipt.

- c) Verify line item number of item being posted to hand receipt/subhand receipt.
 - d) Verify serial number of item being posted to hand receipt/subhand receipt if required.
 - e) Verify the nomenclature of item being posted to hand receipt/subhand receipt.
 - f) Verify unit of issue of item being posted to hand receipt/subhand receipt.
 - g) Verify size of item being posted to hand receipt/subhand receipt if required.
 - (6) Verify that change documents are destroyed when hand receipts/subhand receipts are updated.
 - (7) Verify that hand receipts/subhand receipts are placed in the appropriate unit supply files.
- b. Review hand receipt filing procedures.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Review hand receipts/subhand receipts, temporary hand receipts, inventory list, and equipment receipts for accuracy IAW DA Pam 710-2-1.	GO	NO-GO
2. Post change documents and adjustment documents to hand receipts/subhand receipts IAW DA Pam 710-2-1 and ULLS-S4 EM.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 710-2
 DA Pam 25-30
 DA Pam 710-2-1
 ULLS-S4 EM

SUBJECT AREA 7: UNIT ARMS ROOM OPERATIONS

101-92Y-3203

SUPERVISE UNIT ARMS ROOM OPERATIONS

CONDITIONS

Assigned as the unit arms room supervisor in a field or garrison environment and given the responsibility to manage unit arms room operations. Given appropriate regulations AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 190-11, AR 710-2, DA Pam 710-2-1, FM 101-5, DA Form 17, DA Form 1687, DA Form 2062, DA Form 3161, DA Form 3749, DA Form 4604-R, DA Form 5513-R, ALV-441, master authorization list (MAL), weapon/ammunition control log, local standing operating procedures (SOP), and a computer.

STANDARDS

Supervise all unit arms room operations IAW AR 710-2, AR 190-11, AR 190-13, DA PAM 710-2-1, DA PAM 738-750, and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review arms room procedures IAW AR 190-11, AR 710-2, DA Pam 710-2-1, and FM 101-5.
 - a. Review administrative and management procedures.
 - (1) Verify that sensitive pilferable items such as tools and high value items are stored in a separate area in the arms room.
 - (2) Verify that DA Form 4604-R indicates highest construction category for storage of arms, ammunition, and explosives (AA&E) on file.
 - (3) Verify that AA&E storage buildings have interior/exterior security lighting.
 - (4) Verify that DA Form 3749 is issued for each individually assigned weapon and privately assigned weapon.
 - (5) Verify that the unit armorer maintains a master authorization list (MAL) with all personnel authorized the issue of weapons.
 - (6) Verify that weapon/ammunition control sheets are retained in unit active files until the next monthly inventory is conducted.
 - (7) Verify that procedures are followed when changing arms room custody using DA Form 2062.
 - (8) Ensure that monthly weapons inventories are conducted by the responsible officer, commissioned officer, warrant officer (WO), noncommissioned officer (NCO), or separate Department of Defense (DOD) civilian, rather than the armorer or the same individual consecutively.
 - (9) Ensure that ammunition is inventoried by purpose, i.e., basic operational or training load.
 - (10) Verify that AA&E storage areas are posted as restricted areas (in host nation language).

- (11) Verify that the commander has given written authorization for the storage of high value, pilferable, sensitive items in the arms room.
 - (12) Verify that names and duty positions of personnel authorized unaccompanied access to the AA&E are posted inside the arms room.
 - (13) Make sure that records of security screen checks for personnel involved in control of AA&E are on file in the arms room.
 - (14) Ensure that privately owned weapons and ammunition are locked in a container separate from military AA&E.
 - (15) Ensure that applicable regulations and laws on ownership, possession, and registration of privately owned weapons and ammunition are posted on the unit bulletin board.
 - (16) Ensure that the unit commander or designated representative approves withdrawal of privately owned weapons and ammunition from the arms room.
- b. Review DA Form 5513-R.
- (1) Ensure that the arms room key custodian has written authorization.
 - (2) Ensure that keys to the AA&E building, rooms, containers, and Intrusion Detection System (IDS) are maintained separately from other keys, accessible only to individuals whose official duties require access to them.
 - (3) Verify that DA Form 5513-R is being used to maintain continuous accountability of keys.
 - (4) Verify that completed DA Form 5513-R is retained in unit files for a minimum period of 90 days.
 - (5) Ensure that padlocks are locked to staples or hasps when areas, arms room racks, and containers are open.
 - (6) Verify that key and lock inventory is conducted semiannually.
 - (7) Ensure that key and lock inventory is recorded and retained in unit files for one year.
- c. Review arms room SOP.
- (1) Verify that the SOP lists procedures unique to the organization.
 - (2) Ensure that the SOP:
 - a) Consolidates actions contained in other Army publications.
 - b) Reflects the supply system used at the installation.
 - c) Explains change of hand receipt holder and inventory procedures.
 - d) Establishes procedures to provide personnel with information and requisite training on handling, storage, and use of hazardous materials.
 - e) Covers all areas of supply operations.
 - (3) Ensure that supply personnel are familiar with the SOP.
 - (4) Ensure that the unit local SOP is signed by the commander.
2. Review arms room hand receipt procedures IAW DA Pam 710-2-1, paragraphs 2-28, 5-3, and 5-4.
- a. Determine that DA Form 2062 is:
- (1) Prepared for all non-expendable and durable property.
 - (2) Kept current.
 - (3) Maintained properly.

- b. Verify that the ALV-441 Sensitive Items Inventory Listing and reports are being maintained for the appropriate time period.
 - (1) Office conducting the inspection: Destroy after three years.
 - (2) Office inspected: Destroy after one year.
 - c. Ensure that the issuing individual keeps the original DA Form 2062 and that the hand receipt holder holds the duplicate.
 - d. Ensure that property not on the hand receipt is under the control of the property book officer.
 - e. Ensure that change documents are being used.
 - f. Ensure that DA Form 1687 is:
 - (1) Prepared correctly.
 - (2) Kept current.
 - g. Verify that hand receipt annexes are prepared for non-expendable/durable component shortages.
 - h. Verify that items listed on the hand receipt annexes are on order.
 - i. Verify that the initials in the quantity column of the hand receipt annexes are those of an authorized person.
 - j. Verify that hand receipt annexes are filed with the hand receipt or sub-hand receipt to which they apply.
 - k. Review temporary hand receipts DA Form 3161 file.
 - (1) Ensure that file is on hand.
 - (2) Ensure that original copy is on file.
 - (3) Ensure that no temporary hand receipt, DA Form 3161, is over 30 days old.
 - (4) Verify that the temporary hand receipt files are reviewed daily.
 - (5) Verify the following within five days of expiration:
 - a) Notify hand receipt holder and arrange for turn-in of property no later than expiration date.
 - b) Destroy all copies of DA Form 3161 upon return of property.
 - c) If the individual still requires the property, issue it using permanent hand receipt procedures.
 - l. Verify that the weapons/ammunition control log is being used to issue and turn in all weapons and ammunition.
3. Review files and publications IAW AR 25-400-2, AR 710-2, DA Pam 25-30, and local SOP.
- a. Review files.
 - (1) Verify that all required arms room files are being maintained properly.
 - (2) Verify that all required actions have been completed prior to filing.
 - (3) Verify that the current list of file numbers (FN) used in the arms room is on hand.
 - (4) Verify that the information manager has approved the file list.
 - (5) Verify that appropriate files are maintained IAW AR 25-400-2.
 - b. Review publications.
 - (1) Verify that required publications are on hand or on order.

- (2) Ensure that all publications are being maintained IAW AR 710-2, appendix A and local SOP.
- (3) Verify that a copy of DA Form 17 is available for all requested publications.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

- | | | |
|--|----|-------|
| 1. Review arms room procedures. | GO | NO-GO |
| 2. Review arms room hand receipt procedures. | GO | NO-GO |
| 3. Review files and publications. | GO | NO-GO |
-

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 190-11
 AR 190-13
 AR 710-2
 DA Pam 710-2-1
 DA PAM 738-750
 FM 101-5
 Local SOP

101-92Y-3204
SUPERVISE ORGANIZATIONAL MAINTENANCE OF WEAPONS

CONDITIONS

Assigned as the unit arms room supervisor in a field or garrison environment and given the responsibility to manage and provide supervision for the maintenance of small arms. Given appropriate regulations, technical manuals, local standing operating procedures (SOP), DA Form 2404, DA Form 2407, DD Form 314, DA PAM 738-750, AWCMF 452 listing, Unit Level Logistics System Ground (ULLS-Ground) generated service schedule listing, armor tool kit, safety equipment, cleaning equipment, cleaner, lubricant, preservative, spare parts, and weapons.

STANDARDS

Supervise all aspects of organizational maintenance on small arms weapons to maintain a high level of operational readiness IAW AR 25-400-2, DA Pam 738-750, appropriate technical manuals, and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Supervise operator maintenance procedures on small arms weapons IAW appropriate TMs, DA Pam 738-750, and local SOP.
 - a. Verify that operator maintenance, lubrications, etc., is being performed.
 - (1) Spot check weapons periodically.
 - (2) Report to the commander those assigned weapons that have not had scheduled operator PMCS (Preventive Maintenance Check and Services) performed by unit personnel.
 - b. Reschedule all assigned weapons and unassigned weapons for quarterly PMCS.
2. Supervise organizational maintenance procedures on small arms weapons IAW appropriate TMs, DA Pam 738-750, and local SOP.
 - a. Verify that weapons requiring organizational maintenance are scheduled on DD Form 314 or have weapon serial numbers loaded into the ULLS-Ground System located in the maintenance sections. Compare the commander's hand receipt with the DD Form 314s or the AWCMF 452, ensuring that a DD Form 314 or AWCMF 452 listing exists for each weapon and all required maintenance is scheduled.
 - b. Review Preventive Maintenance Check and Services (PMCS).
 - (1) Verify that organizational maintenance is being accomplished by 10/20 PMCS standards using checklists in TMs.
 - (2) Verify that unserviceable parts are replaced.
 - (3) Verify that parts needed are on valid request.
 - (4) Verify that all unserviceable weapons are tagged, with the problem listed on the tag, then annotate it in the Remarks block on the master authorization list (MAL).
 - (5) For quality control, the inspector or commander's designated representative will check all corrected status symbol "X" faults to verify that proper repairs have

been completed. If properly repaired, the inspector or the commander's designated representative will initial the status symbol in column e.

- (6) Check the completed DA Form 2404 against DD Form 314 or AWCMF 452 listing to ensure that proper maintenance was completed.
- c. Review DA Form 2407.
 - (1) Verify serial numbers of the weapons turned in on DA Form 2407 against the current arms room hand receipt.
 - (2) Verify status of weapons turned in with the direct support (DS) maintenance section.
 - (3) Verify that a current copy of DA Form 2407 for annual gauging is on file.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Review operator's maintenance procedures on small arms.	GO	NO-GO
2. Review organizational maintenance procedures on small arms weapons.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 DA Pam 738-750
 TM 9-1005-201-10
 TM 9-1005-201-23&P
 TM 9-1005-213-10
 TM 9-1005-213-23
 TM 9-1005-317-23&P
 TM 9-1005-317-10
 TM 9-1005-319-10
 TM 9-1005-319-23&P
 TM 9-1005-224-24
 TM 9-1005-224-10
 TM 9-1010-230-10
 TM 9-1010-230-23&P

SUBJECT AREA 8: UNIT MOVEMENT OPERATIONS

101-92Y-3600

CONDUCT SLING LOAD OPERATIONS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to conduct sling load re-supply operations. Given rigging support personnel and sling load ground crew with safety equipment, FM 10-450-3, FM 10-450-4, FM 10-450-5, and the unit's local standing operating procedures (SOP).

STANDARDS

Conduct sling load operations IAW FM 10-450-3, FM 10-450-4, and FM 10-450-5.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify the type of helicopter required to conduct sling load operations IAW FM 10-450-3, table 2-1.
 - a. Identify the UH-1 Helicopter load carry capabilities.
 - b. Identify the CH-46A/D/E Sea Knight Helicopter load carry capabilities.
 - c. Identify the CH-53E Super Sea Stallion Helicopter load carry capabilities.
 - d. Identify the CH-47D Chinook Helicopter load carry capabilities.
 - e. Identify the UH-60A Black Hawk Helicopter load carry capabilities.
2. Identify the safety equipment used by the ground crew to conduct sling load operations IAW FM 10-450-3, paragraph 3-7.
 - a. Brief ground crew on rotor wash.
 - b. Identify safety equipment used by the ground crew.
 - (1) Use discharge wand to control static electricity.
 - (2) Safety equipment required for hook up team:
 - a) Identification tags.
 - b) Goggles.
 - c) Ear plugs.
 - d) Shockproof gloves or Leather gloves.
 - e) Helmet.
 - f) Smoke grenade.
 - g) Flashlight with wand.
 - h) Helicopter support team helmet MR-140.
3. Prepare and set up LZ to conduct sling load operations IAW 10-450-3, paragraph 4-3.
 - a. Select location of the aircraft landing site to best support the operation in coordination with the unit liaison officer.
 - b. Clear obstacles on and around the LZ.
 - c. Check the slope of the ground surface for day and night approaches.

- d. Check the aircraft approach to the landing site for day and night approaches.
- e. Check the aircraft formation landing approach for a large tactical relocation resupply mission.
- f. Mark landing points for size 1 through 3 and size 4 and 5 helicopters.
- e. Mark obstacles that are difficult to detect or impossible to remove, such as wires, holes, stumps, and rocks.

NOTE: All trees, brush, stumps, or other obstacles that could cause damage to the rotor blades or the underside of the aircraft must be cleared around the landing points. If trees must be cut, stumps in the immediate vicinity of the landing points must be cut as close to ground level as possible. It may be necessary to use axes, machetes, chain saws, or demolitions to clear underbrush and trees. It is not necessary to clear grass shorter than 1 foot that covers a level field unless a fire risk exists. Hard packed sod makes the best natural landing area.

- 4. Utilize available cargo-carrying devices to conduct sling load operations IAW FM 10-450-3, chapter 8.
 - a. Deploy the A-22 cargo bag for sling load operations.
 - (1) Identify the specifications of the A-22 cargo bag IAW FM 10-45-3, paragraph 8-2, a-i.
 - a) Identify the maximum weight capacity for the A-22 cargo bag.
 - b) Determine the weight of the A-22 cargo bag.
 - (2) Prepare the A-22 cargo bag for use.
 - a) Prepare the sling assembly.
 - b) Prepare the cover assembly.
 - c) Position the load on the A22 cargo bag.
 - d) Close the cover on the A22 cargo bag.
 - e) Close the sling assemble on the A-22 cargo bag.
 - f) Attach the suspension web.
 - g) Attach the suspension clevis.
 - h) Adjust the lateral straps.
 - b. Prepare the load for pickup.
 - (1) Identify the specifications of the cargo net IAW FM 10-450-3, paragraph 7-2.
 - a) Prepare the flat web nylon cargo net for use.
 - b) Determine the weight capacity of the cargo net.
 - c) Inspect the nets.
 - d) Rig the cargo net.
 - e) Repair the cargo net.
 - f) Place all netted loads for hook up.

NOTE: Never use the nylon rope attached to hoist link as part of the sling attachment system. The rope is only used to handle and spread the net.

- c. Deploy cargo slings for sling load operations.
 - (1) Identify the cargo sling required to rig a 500-gallon fuel blivet for sling load operations IAW FM 10-450-3, paragraph 6-3e.
 - (2) Make sure that the sling set fits the load.

- d. Deploy sling sets for sling load operations.
 - (1) Identify the type of sling set, aircraft, and supplemental equipment used to rig the high mobility multipurpose wheeled vehicle (HMMWV) M998 for sling load operations IAW FM 55-450-4, figure 2-6.
 - a) Determine the gross rigged weight.
 - b) Select the sling set.
 - c) Request the correct helicopter.
 - d) Prepare the HMMWV for sling load.
 - e) Rig the HMMWV for sling load.
 - f) Hook up the HMMWV to helicopter.
 - g) Derig the HMMWV.
- e. Deploy reach pendants and supplemental equipment for sling load operations.
 - (1) Determine the correct reach pendants and supplemental equipment used to conduct sling load operations IAW FM 10-450-3, paragraph 8-4.
 - a) Determine weight capacity for each reach pendant needed for the sling load IAW FM 10-450-3, paragraph 8-4.
 - 1) Inspect reach pendant before and after use.
 - 2) Clean the reach pendant.
 - 3) Store the reach pendant.

NOTE: An older 25,000-pound capacity reach pendant, issued with an aircraft aerial recovery kit (ARK), P/N 1670EG093-1 is no longer authorized for use in sling load operations.

- b) Identify supplemental equipment needed for sling load operations IAW FM 10-450-3, paragraph 8-6.
 - 1) Verify weight capacity for large clevis.
 - 2) Verify weight capacity for medium clevis.
 - 3) Verify weight capacity for small clevis.
 - 4) Verify weight capacity for anchor shackles.
 - 5) Check tape for break strength rating.
 - 6) Check cotton webbing for break strength rating.
 - 7) Check nylon cord for break strength.
 - 8) Check protective padding.
 - 9) Check 15-foot tie-down strap type.
 - 10) Check load binder.

NOTE: The nut and bolt assemblies of different sized clevises are not interchangeable. See Appendix B for bolt and nut NSNs for each clevis assembly.

- 5. Prepare the required documentation for sling load operations.
 - a. Prepare DA Form 7382-R, Sling Load Inspection Record, to verify that the sling load is done correctly and IAW FM 10-450-3, appendix I.
 - (1) Fill out DA Form 7382-R.
 - a) Block 1—Enter the supported unit's complete mailing address.
 - b) Block 2—Enter the item description and serial/bumper number.
 - c) Block 3—Enter the item weight.

- d) Block 4—Enter the supporting aviation unit.
- e) Block 5—Enter type of aircraft.
- f) Block 6—Enter the FM number used to rig the load. Note: Information applies to fuel blivets and unique loads.
- g) Block 7—Vehicle or load information.
 - 1) Make sure the load or vehicle is correctly positioned. Ensure the rigger and the individual inspecting the load initial in the correct place.
 - 2) Make sure the emergency brake is serviceable and set. Ensure the rigger and the individual inspecting the brake initial in the correct place.
 - 3) Verify that fuel level does not exceed $\frac{3}{4}$ tank. Ensure the rigger and the individual inspecting the fuel level initial in the correct place.
 - 4) Verify that vehicle or load is prepared and padded IAW the appropriate FM, if required. Ensure the rigger and the individual inspecting the load initial in the correct place.
- h) Block 8—Sling Set:
 - 1) Enter the correct number and size of the sling set (10k or 25k). Ensure the rigger and the individual inspecting the sling set initial in the correct place.
 - 2) Verify that sling set is inspected for serviceability IAW FM 10-450-3. Ensure the rigger and the individual inspecting the sling set initial in the correct place.
 - 3) Verify that sling leg is properly routed and attached to lift point. Ensure the rigger and the individual inspecting the sling leg initial in the correct place.
 - 4) Enter correct link count front and rear. Ensure the rigger and the individual inspecting the link count initial in the correct place.
 - 5) Set chain securely in grab link. Ensure the rigger and the individual inspecting the chain initial in the correct place.
 - 6) Verify that excess chain is tied or taped (10 links or more). Ensure the rigger and the individual inspecting the chain initial in the correct place.
 - 7) Verify that breakaway ties are installed. Ensure the rigger and the individual inspecting the ties initial in the correct place.
 - 8) Verify that apex is attached. Ensure the rigger and the individual inspecting the apex initial in the correct place.
 - 9) Verify that reach pendant is installed, if required. Ensure the rigger and the individual inspecting the reach pendant initial in the correct place.
- i) Block 9 applies to A-22 cargo bags:
 - 1) Verify that inspection has been completed for serviceability.
 - 2) Verify that rigging is IAW FM 10-450-3.
 - 3) Verify that suspension webs are attached to container and taped.
 - 4) Verify that clevis bolt is placed through suspension web D-ring (4 each).
 - 5) Verify that the correct sling leg is attached.
 - 6) Verify that the apex attached is the correct type.
 - 7) Install apex spacer, if required.
- j) Block 10 applies to cargo nets:

- 1) Enter the correct size of the cargo net (5k or 10k).
- 2) Verify inspection for serviceability IAW FM 10-450-3.
- 3) Verify that load position is correct IAW FM 10-450-3.
- 4) Verify that legs are properly connected to apex fitting.
- 5) Verify that hooks are taped.
- 6) Verify that lifting legs are taped or tied (breakaway).
- 7) Enter the correct number and size of sling legs.
- k) Block 11–Load Rigged By:
 - 1) Enter supported unit description.
 - 2) Enter the rigger name (PRINT).
 - 3) Enter the rigger initials.
 - 4) Enter the rigger signature.
 - 5) Enter the date of the sling load.
- l) Block 12–Load Inspected By:
 - 1) Enter supported unit description.
 - 2) Enter the inspector name (PRINT).
 - 3) Enter the inspector initials.
 - 4) Enter the inspector rank.
 - 5) Enter the signature of the inspector.
 - 6) Enter the date the inspection was performed.
 - 7) Verify that blocks are legible and signed with payroll signature. They must be filled out completely.
 - 8) List any deficiencies found in the load.
- (2) Distribution of DA Form 7382-R.
 - a) Send one copy to the supporting aviation unit.
 - b) Securely tape and tie one copy to the load.
 - c) Send one copy to the supported unit.
6. Organize and train the hook up team for sling load operations.
 - a. Designate the duties and responsibilities of the hook up team during sling load operations IAW FM 10-450-3, paragraph 3-10 and chapter 5.
 - (1) Identify general hook up procedures.
 - (2) Identify safety precautions for the hook up team.
 - (3) Identify the responsibilities of the hook up man.
 - (4) Identify the responsibilities of the static probe (wand) person.
 - b. Designate the signalman duties and responsibilities of loading and take off for sling load operations IAW FM 10-450-3, appendix A. The hand and arm signals used to communicate with the aircraft are:
 - (1) Assume guidance position.
 - (2) Assume wave off (do not land) position.
 - (3) Assume the hover position.
 - (4) Assume the stop position.
 - (5) Assume the move-aircraft-forward position.

- (6) Assume the move-aircraft-backward position.
- (7) Assume the move-aircraft-to-the-left position.
- (8) Assume the move-aircraft-to-the-right position.
- (9) Assume the move-aircraft-upward position.
- (10) Assume the move-aircraft-downward position.
- (11) Assume the hook up completion position.
- (12) Assume the affirmative signal position.
- (13) Assume the negative signal position.
- (14) Assume the release-sling load position.
- (15) Assume the take off position.
- (16) Assume the land-aircraft position.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Identify the type of helicopter and its requirements in conducting sling load operations.	GO	NO-GO
2. Identify the safety equipment used by ground crew to conduct sling load operations.	GO	NO-GO
3. Prepare and set up LZ to conduct sling load operations.	GO	NO-GO
4. Utilize cargo-carrying devices to conduct sling load operations.	GO	NO-GO
5. Prepare required documentation for sling load operations.	GO	NO-GO
6. Organize and train hook up team for sling load operations.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

FM 10-450-3
 FM 10-450-4
 FM 10-450-5
 Local SOP

SUBJECT AREA 9: BUDGET PROCEDURES

101-92Y-3004 SUPERVISE UNIT BUDGET

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to supervise the unit budget. Given budget data, manual ledgers, Unit Level Logistics System S4 (ULLS-S4), data from ULLS-Ground, data from ULLS-Aviation, local standing operating procedures (SOP), and a unit supply clerk.

STANDARDS

Maintain accurate status of the unit budget IAW local SOP and ULLS-S4 EM.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine the unit's budget requirements.
 - a. Review the Command Operating Budget Guidance.
 - b. Identify all Budget Allocation Records:
 - (1) Self-Service Supply Center account.
 - (2) VISA IMPAC cards.
 - (3) Morale, Welfare, and Recreation (MWR).
 - (4) Class III bulk.
 - (5) Class IX account.
 - c. Review prior year's annual funding program.
 - d. Collect data that supports developing an "unconstrained" budget:
 - (1) Establish operational requirements affecting readiness.
 - a) Review training missions with the S-3 to determine the impact on prior year's budget.
 - b) Review training missions with the S-3 to determine the impact on developing budget requirements.
 - (2) Review all outstanding due-ins and cancellations that may impact on budget requirements.
 - (3) Review force structure requirements (i.e., MTOE change) which may affect the budget.
 - (4) Consider statutory requirements (compliance with federal, other laws, or Army regulations) impacting budget requirements.
 - e. Consolidate total budget requirements.
 - f. Compare total budget requirements with the Command Operating Budget Guidance.
 - g. Provide recommendation to commander for final action.
 - h. Review the Unfinanced Requirement (UFR) list.

- i. Forward the unit's consolidated budget requirements IAW Command Operating Budget Guidance.
- j. File copy of budget requirements in the appropriate unit supply files.
2. Manage the budget process IAW local SOP and ULLS-S4 EM, section 6.
 - a. Identify funding levels provided for each budget account record.
 - b. Establish budget management systems/procedures for each account.
 - c. Supervise the processing of budget records using manual procedures.
 - (1) Verify that expenditures are recorded in the remarks column of the document register when register is used to track funds.
 - (2) Verify that expenditures are posted to an informal ledger or locally produced forms.
 - a) Check to see if expenditures are posted.
 - b) Verify the balance of allocations.
 - (3) Review budget reports provided by the local financial management system, i.e. Data Base Commitment Accounting System (DBCAS) or Standard Finance System (STANFINS) printouts, etc.
 - (4) Provide commander current budget status.
 - (5) File budget reports IAW local SOP.
 - d. Manage the processing of budget records using ULLS-S4.
 - (1) Add Budget Account Codes (BAC).
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select the Budget Account Code Maintenance menu.
 - c) Select Add BAC1 (ML) Record option.
 - 1) Add BAC 1 entry.
 - 2) Enter Fiscal Year (FY).
 - 3) Enter a BAC description.
 - 4) Enter authorize document data.
 - 5) Enter office symbol data.
 - 6) Enter start date data.
 - 7) Enter end date data.
 - d) Process the record.
 - (2) Add BAC 1/2 record.
 - a) From the Budget Account Code Maintenance menu, select Add BAC 1/2 record.
 - 1) Press <F3> to display BACs currently on system.
 - 2) Select BAC 1 record.
 - 3) Enter BAC 2 data.
 - 4) Enter Supply Category of Materiel Code (SCMC).
 - 5) Review the remaining fields on the Budget Account Code Record screen.
 - 6) Process the record.
 - (3) Modify a BAC record. From the Budget Account Code Maintenance menu, select Modify option.

- a) Select record to be modified from the Budget Account Code Record Data screen.
 - b) Enter data to be modified on the Budget Account Code Record screen.
 - c) Review the remaining fields on the Budget Account Code Record screen.
 - d) Process the record.
- (4) Delete a BAC record. From the Budget Account Code Maintenance menu, select Delete option.
- a) Select record to be deleted from the Budget Account Code Record Data screen.
 - b) Enter data to be deleted on the Budget Account Code Record screen.
 - c) Review the remaining fields on the Budget Account Code Record screen.
 - d) Process the record.
 - e) Dispose of deleted BAC Record Report IAW local SOP.
- (5) Print a BAC record.
- a) From the Budget Account Code Maintenance menu, select Print Budget Account Code List Report.
 - b) Review the Budget Account Code List Report.
 - c) Dispose of Budget Account Code List Report IAW local SOP.
- e. Supervise the building of unit records for ULLS-Ground and ULLS-Aviation units.
- (1) From the ULLS-S4 main menu, select Budget menu.
- (2) Add a ULLS-Ground/Aviation record.
- a) Select Identify ULLS-S4/Ground/Aviation Units menu.
 - b) Select the Add option.
 - c) Enter DODAAC.
 - d) Enter UIC.
 - e) Enter organization name.
 - f) Process the record.
- (3) Modify a ULLS-Ground/Aviation record.
- a) Select Identify ULLS-S4/Ground/Aviation Units menu.
 - b) Select the Modify option.
 - c) Select unit record to modify.
 - d) Change unit data as required.
 - e) Process the record.
- (4) Delete a ULLS-S4 record.
- a) Select Identify ULLS-S4/Ground/Aviation Units.
 - b) Select Delete option.
 - c) Select unit record to delete.
 - d) Process the unit record.
- (5) View the record.
- a) Select View option.
 - b) Review unit records.
 - c) Return to Identify ULLS-S4/Ground/Air/Units menu.

- (6) Print the record.
 - a) Select Print option.
 - b) Review unit report.
 - c) Dispose of report IAW local SOP.
- f. Supervise the updating of ULLS-S4 Budget Ledgers/Subledgers using manual data IAW ULLS-S4 EM, section 6.
 - (1) Review Budget Adjustment Code Records.
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select the Budget Adjustment Codes Print option.
 - c) Select View the Budget Adjustment Code Records.
 - d) View the Budget Adjustment Code Data.
 - e) Return to Budget Adjustment File menu.
 - f) Print Budget Account Code Records.
 - g) Review the Budget Adjustment Code Records.
 - h) Dispose of the Budget Adjustment Code Records.
 - (2) View Ledger/Subledger Records.
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select the Ledger/Subledger Maintenance Process menu.
 - c) Select View Ledger/Subledger Records.
 - d) Select the Ledger/Subledger to view.
 - e) View the Ledger/Subledger Record.
 - f) Return to Ledger/Subledger Maintenance menu when finished.
 - (3) Add Ledger/Subledger Records.
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Ledger/Subledger Maintenance menu.
 - c) Select Edit Ledger/Subledger Records Add option.
 - 1) Enter Authorized By data.
 - 2) Enter Ledger Type.
 - 3) Process the record.
 - (4) Modify Ledger/Subledger Records.
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Ledger/Subledger Maintenance menu.
 - c) Select Edit Ledger/Subledger Modify option.
 - d) Select unit record to modify.
 - e) Change unit data as required.
 - f) Process the record.
 - (5) Delete Ledger/Subledger Records.
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Ledger/Subledger Maintenance.
 - c) Select Edit Ledger/Subledger Delete option.
 - d) Select Unit Record to delete.

- e) Process the record.
- f) Return to the Ledger/Subledger Maintenance menu.
- (6) Print Ledger/Subledger Records.
 - a) From the Ledger/Subledger Maintenance menu, select Print Ledger/Subledger Records option.
 - b) Review the Ledger/Subledger Records.
 - 1) Dispose of Ledger/Subledger Records IAW local SOP.
- g. Verify the Uploading of Budget Ledgers/Subledgers from a diskette provided by higher headquarters IAW ULLS-S4 EM, section 6.
 - (1) Upload Budget Account (BAC) File.
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select the Build Budget Files option.
 - c) Select the Upload Budget Account File option.
 - d) Select the floppy drive from Device menu.
 - e) Process the diskette.
 - (2) Upload Ledger/Subledger File.
 - a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Build Budget Files option.
 - c) From the Automated Load Budget Files, select Upload Ledger/Subledger File option.
 - d) Process the diskette.
 - e) Ensure printer is on line to print Upload Budget Ledger and Amount Received Report.
 - f) Review the Upload Budget Ledger and Amount Received Report.
 - g) Dispose of report IAW local SOP.
 - (3) Upload BAC and Ledger/Subledger Files.
 - (a) From the ULLS-S4 main menu, select Budget menu.
 - (b) Select Build Budget Files option.
 - (c) From the Automated Load Budget Files menu, select Upload BAC and Ledger/Subledger Files.
 - (d) Process the diskette.
- h. Supervise posting of automated data from Ledgers/Subledgers IAW ULLS-S4 EM, section 6.
 - (1) Post automated supply data to Ledgers/Subledgers from supply files on system.
 - a) From ULLS-S4 main menu, select the Budget menu.
 - b) Select Ledger/Subledger Update option.
 - c) Select the Supply Files on System option.
 - d) Check printer for a Supply Request Exceptions Report.
 - e) Review Supply Exceptions Report data if required.
 - f) Verify that supply transaction was posted to the Budget Ledgers:
 - 1) From ULLS-S4 main menu select Budget menu.
 - 2) Select View Daily Line Item Report.

- 3) Review ledgers for all budget transactions.
- g) Dispose of Supply Exceptions Report IAW local SOP.
- (2) Post automated supply data to ledger/subledgers from ULLS-Ground interface diskette.
 - a) From ULLS-S4 main menu, select the Budget menu.
 - b) Select the Ledger/Subledger Update option.
 - c) From the Ledgers/Subledgers menus, select the ULLS-Ground interface option.
 - d) Select the floppy disk drive from the Budget Interface Media menu.
 - e) Check printer for a Supply Exceptions Report.
 - f) Review Supply Exceptions Report.
 - g) Dispose of Supply Exceptions Report IAW local SOP.
- (3) Post Automated Supply Data to Ledgers/Subledgers from ULLS-Aviation interface.
 - a) From ULLS-S4 main menu select Budget menu.
 - b) Select the Ledger/Subledger Update option.
 - c) From the Ledgers/Subledgers menus, select the ULLS-Aviation Interface option.
 - d) Select the floppy disk drive from the Budget Interface Media menu.
 - e) Check printer for a Supply Exceptions Report.
 - f) Review Supply Exceptions Report.
 - g) Dispose of Supply Exception Report IAW local SOP.
- i. Verify report commitments to higher headquarters IAW ULLS-S4, section 6.
 - (1) From the ULLS-S4 main menu, select Budget menu.
 - (2) Select Report Commitment option.
 - (3) Select floppy drive from the device menu.
 - (4) Process the diskette.
 - (5) Review Budget Data Exception Report if required.
 - (6) Dispose of report IAW local SOP.
- j. Supervise the Posting of Commitments.
 - (1) Select the Post Commitments option.
 - (2) Select the floppy drive from the device Menu.
 - (3) Process the diskette.
 - (4) Return to Budget menu when finished posting budget data.
 - (5) Select Ledger/Subledger Update option.
 - (6) Select Print Daily Line Item Activity Report option.
 - (7) Review and compare Daily Line Item Activity Report to data shown on the downloaded Ledgers/Subledgers Report.
 - (8) Dispose of the Daily Line Item Report IAW local SOP.
- k. Supervise the processing of Budget Reports IAW ULLS-S4 EM, section 6.
 - (1) Print Ledger/Subledger Summary Report.
 - a) From the ULLS-S4 main menu, select Budget menu.

- b) Select Budget Reports menu.
 - c) From the Budget menu, select Ledger/Subledger Summary option.
 - d) Print Ledger/Subledger Summary Report.
 - e) Review Ledger/Subledger Summary Report.
 - f) Dispose of Ledger/Subledger Summary Report IAW local SOP.
- (2) Print Ledger/Subledger Quarterly Report.
- a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Budget Reports menu.
 - c) From the Budget menu, select Ledger/Subledger Quarterly Report option.
 - d) Print Ledger/Subledger Quarterly Report.
 - e) Review Ledger/Subledger Quarterly Report.
 - f) Dispose of Ledger/Subledger Quarterly Report IAW local SOP.
- (3) Ledger/Subledger and Line Item Report.
- a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Budget Reports menu.
 - c) From the Budget menu, select Ledger/Subledger Line Item Report option.
 - d) Print Ledger/Subledger Line Item Report.
 - e) Review Ledger/Subledger Line Item Report.
 - f) Dispose of Ledger/Subledger Line Item Report IAW Local SOP.
- I. Supervise the purge of budget files IAW ULLS-S4 EM, section 6.
- (1) Close Budget Record.
- a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Ledger/Subledger Maintenance menu.
 - c) Select the Modify Update option.
 - d) Select the Ledger/Subledger to modify.
 - e) Modify the selected Ledger/Subledger.
 - f) Review report showing the record modified.
 - g) Return to Ledger/Subledger Maintenance menu.
 - h) Dispose of the report IAW local SOP.
- (2) Purge Budget Files.
- a) From the ULLS-S4 main menu, select Budget menu.
 - b) Select Budget Files Purge option.
 - c) Review the Budget Files Purge Report.
 - d) Dispose of Budget Files Purge Report IAW local SOP.
 - e) Verify that the System Purged Closed Ledger.
3. Provide budget status to commanders as required.
- a. Brief the annual funding program and allocations for each element of resources (EOR), i.e., equipment, contracts, and services.
 - b. Provide commitment totals for each EOR.
 - c. Provide obligation totals for each EOR.
 - d. Brief unobligated commitment totals for each EOR.

- e. Provide total funds available for each EOR.
- f. Review Unfinanced Requirements List (URL).
- g. Provide spending projections based on current budget data.
- h. Make recommendations to command on spending/obligation options.
- i. Dispose of budget information IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES

1. Determine budget requirements.
2. Manage the budget process.
3. Provide budget status.

RESULTS

GO	NO-GO
GO	NO-GO
GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

Local SOP
ULLS-S4 EM

SKILL LEVEL 4

SUBJECT AREA 10: CSDP MANAGEMENT

101-92Y-4301

INSPECT LOGISTICAL OPERATIONS AT THE UNIT

CONDITIONS

Assigned as a battalion/brigade senior staff logistics noncommissioned officer in charge (NCOIC) in a field or garrison environment and given the requirement to inspect a subordinate unit's supply operations to ensure compliance with the Command Supply Discipline Program (CSDP). Given AR 710-2, AR 735-5, DA PAM 710-2-1, DA PAM 710-2-2, AR 25-50, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), Unit Level Logistics System S4 (ULLS-S4), ULLS-Ground (G), a local computer forms program, the CSDP checklist, and local standing operating procedures (SOP).

STANDARDS

Inspect subordinate units supply operations IAW AR 710-2, appendix B, and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare to conduct supply inspections of subordinate units, IAW AR 710-2, appendix B, and local SOP.
 - a. Coordinate with the G3/S3 staff to incorporate supply inspection requirements into the command inspection program.
 - b. Identify units to be inspected.
 - c. Establish an inspection schedule.
 - d. Review current authorization documents.
 - e. Review appropriate requirement listings.
 - f. Coordinate logistical requirements as necessary.
 - g. Provide the inspection instructions and schedule to subordinate units, if required.
 - h. File a copy of the inspection instructions and schedule.
2. Conduct unit inspection IAW AR 735-5; AR 710-2, appendix B; DA Pam 710-2-1; ULLS-S4 Commander's Guide; and local SOP.
 - a. Participate as a member of the command inspection team in the in-briefing for the commander of the unit to be inspected.
 - b. Inspect the unit supply operation for compliance with the CSDP as follows:
 - (1) Review previous inspections conducted by higher headquarters to determine if all discrepancies identified have been corrected.
 - (2) Verify that all required supply publications are on hand or ordered.
 - (3) Verify that the supply operation is in compliance with general military requirements.

- (4) Review the unit supply SOP to confirm that it is current and contains all pertinent information.
 - (5) Review property authorization documents.
 - (6) Verify that the following supply transactions are processed correctly.
 - a) Requests for supplies and equipment.
 - b) Turn-in of supplies and equipment.
 - c) Receipt for supplies and equipment.
 - d) Disposition of property.
 - (7) Verify the assignment of property responsibility by reviewing:
 - a) Hand receipts.
 - b) Subhand receipts.
 - c) Shortage annexes.
 - d) Component hand receipt listing.
 - e) Temporary hand receipts.
 - (8) Verify that personal clothing records are maintained accurately.
 - (9) Ensure that unit loads are being properly maintained.
 - (10) Verify that all required inventories have been conducted and are on file.
 - (11) Verify that adjustment documents have been prepared correctly for lost, damaged, or destroyed property.
 - (12) Verify that petroleum products are maintained IAW AR 710-2.
 - (13) Verify that the ULLS-S4 is being operated properly.
 - a) Verify that the proper item authorization documents are loaded on the property master file.
 - b) Check the ULLS-S4 work area for system operations.
 - c) Confirm that sufficient operating supplies are on hand or ordered.
 - d) Validate system security procedures.
 - e) Check password management.
 - f) Verify that property accountability is being maintained.
 - g) Confirm that component hand receipt files are properly maintained.
 - h) Review component security procedures.
 - i) Validate that supply management parameter settings are correct.
 - j) Review unit load management.
 - k) Verify that the document control register is current.
 - l) Confirm that the supply support parameter settings are correct.
 - m) Verify that budget management is in compliance with command operating budget guidance.
 - n) Verify that backups are performed as scheduled.
3. Conduct the supply portion of the command inspection out-brief to the unit commander.
 - a. Provide a brief synopsis of shortcomings and any repeat findings.
 - b. Explain any on-the-spot corrections made.
 - c. Indicate suspense dates for resolution of deficiencies.
 - d. Provide recommended corrective actions.

- e. Identify any exemplary areas and personnel.
4. Prepare the supply portion of the command inspection report.
 - a. Compile information from the inspection checklist to identify all deficiencies.
 - b. Compare deficiencies with the previous command inspection report to determine any repeat findings.
 - c. Analyze all information from the checklist to identify systemic problem areas.
 - d. Identify corrective actions for any problem areas.
 - e. Draft the inspection report and review with battalion/brigade S4.
 - f. Finalize the supply portion of the inspection report and provide it to the battalion/brigade S4 for incorporation into the command inspection report.
 - g. Prepare the supply portion of the command inspection briefing for the battalion/brigade executive officer/commander (XO/CDR).
 - h. Brief the battalion/brigade XO/CDR on unit shortcomings, strengths, and repeat findings.
5. Conduct follow-up actions.
 - a. Verify that the unit commander and supply personnel receive a copy of the command inspection report.
 - b. Place a copy of the correspondence in the supply suspense file.
 - c. Coordinate any necessary assistance/corrective actions from outside sources for systematic problems that cannot be corrected at the unit level.
 - d. Schedule and conduct follow-up inspection assistance at the unit when possible.
 - e. File the inspection report IAW AR 25-400-2.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare to conduct supply inspections of subordinate units.	GO	NO-GO
2. Conduct unit inspection.	GO	NO-GO
3. Conduct the supply portion of the command inspection out-brief for the unit commander.	GO	NO-GO
4. Prepare the supply portion of the command inspection report.	GO	NO-GO
5. Conduct follow-up actions.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-50
 AR 25-400-2
 AR 710-2
 AR 735-5
 DA Pam 710-2-1
 Local SOP
 ULLS-G
 ULLS-S4 EM

SUBJECT AREA 11: SUPPLY ADMINISTRATION MANAGEMENT

101-92Y-4400

UPDATE EQUIPMENT AUTHORIZATION DOCUMENTS

CONDITIONS

Assigned as a senior supply sergeant to a staff in a field or garrison environment and given the requirement based on a Modified Table of Organization and Equipment (MTOE) change to update equipment authorization documents. Given DA Form 2028, DA Form 4610-R, AR 71-32, AR 735-5, AR 710-2, DA Pam 710-2-1, AR 25-400-2 (now contains a “hot link” to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 25-50, The Army Authorization Documents System (TAADS) authorization change listing, FEDLOG, federal logistic data, authorization documents, a computer, a local computer forms program, Standard Property Book System-Redesign (SPBS-R) End User Manual (EM), and local standing operating procedures (SOP).

STANDARDS

Review updated equipment authorization documents for accuracy IAW AR 71-32 and the local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review selected TAADS-R authorization documents IAW AR 71-32, chapter 7, section 1.
 - a. MTOEs are developed by the U.S. Army Form Management Support Agency (USAFMSA).
 - b. Determine if there are any changes to the following TAADS-R authorization documents:
 - (1) Modified Table of Organization and Equipment (MTOE).
 - (2) Table of Distribution and Allowances (TDA).
 - (3) Joint Table of Allowances (JTA).
 - c. Verify that the organizational information is correct.
 - d. Verify that the equipment authorizations are correct.
 - e. Verify that Headquarters Department of the Army (HQDA) approved additions and deletions have been incorporated.
 - f. Compare new TAADS-R document against previous document to identify changes.
 - (1) Identify equipment inaccuracies.
 - (2) Identify equipment omissions.
 - (3) Identify item deleted that the unit wants to retain.
 - g. Prepare all changes that are required.
2. Prepare the request for changes to authorization documents for submission to HQDA IAW AR 71-32.

- a. DD Form 4610-R is used to maintain or make a change to the equipment on the MTOE.
- b. Prepare DA Form 4610-R as follows:
 - (1) Part I: Heading.
 - a) Enter the title of functional area.
 - b) Enter the unit identification code (UIC).
 - c) Enter unit destination.
 - d) Enter MTOE/TDA number.
 - e) Enter the command control number (CCNUM).
 - (2) Part II: Equipment.
 - a) Section A: Items to be added and/or deleted.
 - 1) Enter the item number.
 - 2) Enter the paragraph number.
 - 3) Enter the line item number (LIN).
 - 4) Enter the equipment readiness code (ERC).
 - 5) Enter the SB 700-20 chapter.
 - 6) Enter the nomenclature of the item.
 - 7) Enter the cost of the item.
 - 8) Enter the quantity added (Req/Auth).
 - 9) Enter the quantity deleted (Req/Auth).
 - 10) Enter the new paragraph quantity (Req/Auth).
 - 11) Enter the new recap quantity (Req/Auth).
 - 12) Enter the quantity on hand not authorized.
 - b) Section B: Item to be deleted from other MTOE/TDA.
 - 1) Enter the item number.
 - 2) Enter the paragraph number.
 - 3) Enter the LIN.
 - 4) Enter the ERC.
 - 5) Enter the SB 700-20 chapter number.
 - 6) Enter the nomenclature of the item.
 - 7) Enter the cost of the item.
 - 8) Enter the quantity deleted (Req/Auth).
 - 9) Enter the UIC.
 - 10) MTOE/TDA number.
 - 11) Enter the CCNUM.
 - 12) Enter [YES] or [NO] in the asset to be transferred block.
 - 13) Enter any applicable information in the remarks column.
 - (3) Part III: Personnel.
 - a) Enter the item number.
 - b) Enter the paragraph number.
 - c) Enter the line number.

- d) Enter the number of positions added or deleted.
 - e) Enter the description.
 - f) Enter the grade.
 - g) Enter the military occupation specialty (MOS).
 - h) Enter the additional skill identifier (ASI).
 - i) Enter the branch.
 - j) Enter the ID if applicable.
 - k) Enter the Army Material Specialist Corps (AMSC) if applicable.
 - l) Enter the new recap strength (Req/Auth).
- c. Prepare DA Form 2028.
- (1) Heading.
 - a) Enter the date.
 - b) Enter in the forward to block: unit, address, and zip code.
 - c) Enter in the from block: unit, address, and zip code.
 - (2) Part 1: Equipment.
 - a) Enter item number.
 - b) Page number: leave blank.
 - c) Enter the paragraph number.
 - d) Enter line number.
 - e) Figure number: leave blank.
 - f) Table number: leave blank.
 - g) Enter changes: item to be added or deleted.
 - h) Enter name, grade, or title.
 - i) Enter telephone number.
 - j) Enter signature.
- d. Forward requests for changes to authorization documents through channels to HQDA as follows:
- (1) In-cycle changes will be submitted twice a year for the periods of January through March and July through September IAW the local SOP.
 - (2) Out-of-cycle changes will be submitted only when directed by HQDA or when written approval is received from HQDA (DAMO-FDP) before documentation.
- e. Prepare a memorandum of transmittal for DA Form 4610-R.
 - f. Forward three copies of DA Form 4610-R as an enclosure to the memorandum of transmittal.
 - g. File a copy of the completed request in the supply files IAW AR 25-400-2.

NOTE: For mission essential equipment not on MTOE, check the TOE to see if the item is listed. If the item is not on the TOE, submit DA Form 2028 to have item added to TOE along with DA Form 4610-R to have the item added to the MTOE.

EVALUATION GUIDE

PERFORMANCE MEASURES

1. Review TAADS-R authorization documents.
2. Prepare the request for changes to authorization documents for submission to HQDA.

RESULTS

GO	NO-GO
GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-50
AR 25-400-2
AR 71-32
AR 710-2
AR 735-5
DA Pam 710-2-1
FEDLOG
Local SOP
SPBS-R EM

SUBJECT AREA 12: SUPPORT OF COMBAT OPERATIONS

101-92Y-4300

PLAN LOGISTIC SUPPORT FOR COMBAT OPERATIONS

CONDITIONS

Assigned as a senior logistics staff noncommissioned officer (NCO) in a field or garrison environment and given the requirement to plan logistics support of tactical combat operations. Given the concept of operation, operation order, commander's guidance, troop list, equipment density list, and a higher headquarters logistics support plan. Given the Unit Level Logistics System S4 (ULLS-S4), OPLOGPLANNER, Logistic Estimate Workbook (LEW), FM 10-27-4, FM 101-5, FM 100-10, AR 710-2, DA Pam 710-2-1, FM 3-0, FM 101-5-1, and the unit's local standing operating procedures (SOP).

STANDARDS

Develop a logistics support plan for combat operations IAW FM 100-10, FM 101-5, OPLOGPLANNER, Logistic Estimate Workbook, FM 101-5-1, and ULLS-S4 EM.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review the higher headquarters operation order (OPORD) IAW FM 101-5.
 - a. Review task organization for troop units.
 - b. Review the situation requirements for the operation.
 - c. Review the mission paragraph for combat service support implications and requirements.
 - d. Review the execution paragraph and concept of operation.
 - e. Review the coordinating instructions subparagraph.
 - f. Review the service support paragraph.
 - (1) Identify availability of specific classes of supply that might impact on the mission.
 - (2) Determine supply point locations.
 - (3) Identify medical evacuation and hospitalization requirements including procedures to be used for chemical casualties.
 - (4) Identify transportation capabilities, requirements, and shortages.
 - (5) Identify maintenance capabilities, requirements, location of facilities, collection points, and priority of maintenance for combat systems.
 - (6) Identify the personnel services available and location of sites.
 - (7) Identify the field services available and location of sites.
 - (8) Identify civilian labor and host nation support available.
 - g. Identify command and signal requirements for logistics planning applications.
 - h. Identify the acknowledgement requirement for the OPLAN/OPORD.
2. Determine requirements for all classes of supply and transportation IAW FM 101-5, OPLOGPLANNER, LEW, ULLS S4 EM, and local SOP.
 - a. Prepare a logistics support forecast for all classes of supplies.

- (1) Determine unit's personnel strength and replacement data for actual or estimated combat losses.
- (2) Determine the equipment on hand quantity.
 - a) Estimate combat losses.
 - b) Estimate equipment replenishment.
- b. Compute the Class I requirements based on assigned personnel strength and mission IAW OPLOGPLANNER and Logistic Estimate Workbook (LEW).
 - (1) Compute the Class I requirements based on type of rations, climatic conditions, terrain, combat intensity, and weather.
 - (2) Determine rations by type to support the mission.
 - (3) Compute the resupply for Class I based on consumption rate.
- c. Build the Class I requirements using logistics planning processes on ULLS-S4 IAW ULLS-S4 EM.
 - (1) Modify existing planning tables for Class I on ULLS-S4 as required.
 - (2) Input Class I requirements into an existing scenario shell on ULLS-S4.
 - (3) Review the planning estimate for Class I on ULLS-S4.
 - (4) Determine storage space requirements for Class I.
 - (5) Determine transportation requirements necessary to move the Class I.
- d. Compute Class II requirements based on the basis of issue allowances in CTA 50-900, CTA 50-909, and CTA 50-970.
- e. Verify Class II requirements using ULLS-S4 unit load processes.
 - (1) Verify quantity on hand.
 - (2) Modify the unit load record as required.
- f. Compute Class III bulk fuel and packaged products requirements based on equipment on hand IAW OPLOGPLANNER and LEW for the POL items.
 - (1) Compute the Class III bulk fuel requirements based on the type equipment on hand in the unit.
 - a) Compute the mobile gasoline (MOGAS) requirements based on the equipment on hand.
 - b) Compute the diesel requirements based on the equipment on hand.
 - c) Compute the JP8 fuel requirements based on the multi-fuel equipment on hand.
 - d) Compute the kerosene requirements based on the type of heaters on hand.
 - e) Compute the aviation gasoline (AVGAS) requirements based on the type of aircraft on hand.
 - f) Determine transportation requirements to move Class III bulk fuel.
 - g) Identify transportation shortfall for moving Class III bulk fuel.
 - h) Determine storage requirements for Class III bulk fuel.
 - (2) Compute the Class III packaged products requirements based on the type of equipment on hand in the unit IAW OPLOGPLANNER and Logistic Estimate Workbook (LEW).
 - a) Determine transportation requirements to move Class III package products.
 - b) Identify transportation shortfall for moving Class III package products.

- c) Determine storage requirements for Class III package products.
- g. Determine Class III package product requirements using ULLS-S4 unit load processes.
 - (1) Verify quantity on hand.
 - (2) Modify the unit load record as required.
 - (3) Determine transportation requirements to move Class III package products.
 - (4) Identify transportation shortfall for moving Class III package products.
 - (5) Determine storage requirements for Class III package products.
- h. Determine Class III bulk requirements using ULLS-S4 logistics planning processes.
 - (1) Modify the existing Class III planning tables for Class III bulk fuel on ULLS-S4.
 - (2) Input the Class III planning data into an existing scenario shell on ULLS-S4.
 - (3) Review the planning estimates for Class III bulk fuel.
 - (4) Compute the additional Class III package product requirements based on the quantities on hand.
 - (5) Determine movement distance and round trip distance to Class III supply points.
 - (6) Determine transportation requirements to move Class III bulk fuel and package products.
 - (7) Identify organic unit transportation capabilities.
 - (8) Identify transportation shortfall for moving Class III.
 - (9) Determine storage requirements for Class III bulk and package products.
- i. Compute Class IV requirements based on the mission needs, unit local SOP, and allowances in CTA 50-900, CTA 50-909, and CTA 50-970.
- j. Determine Class IV requirements using ULLS-S4 unit load processes.
 - (1) Verify quantity on hand.
 - (2) Modify the unit load record as required.
 - (3) Determine storage requirements for Class IV.
 - (4) Determine transportation requirements necessary to move Class IV.
 - (5) Identify transportation shortfall for moving Class IV.
- k. Compute the Class V requirements based on the required supply rate (RSR) for the mission, the type and number of weapons on hand for one day.
 - (1) Determine the Class V required to support the mission.
 - (2) Identify the procedures to request emergency ordnance detachment (EOD) support.
- l. Build the Class V requirements using ULLS-S4 logistics planning processes.
 - (1) Modify the existing Class V planning tables for Class V on ULLS-S4 as required.
 - (2) Input the Class V planning data into an existing scenario shell on ULLS-S4.
 - (3) Review the planning estimate for Class V.
 - (4) Reconcile Class V planning requirements against the Class V controlled supply rates (CSR) for ammunition items if applicable.
 - (5) Determine the storage space required for Class V requirements.
 - (6) Determine transportation requirements necessary to move Class V.
 - (7) Determine if a transportation shortfall exists.

- m. Compute the Class VI requirements based on personnel assigned or attached.
 - (1) Compute the number of health and comfort packs required based on the number of females assigned.
 - (2) Compute the number of health and comfort packs requirements based on the number of males assigned.
 - (3) Determine the storage space required for the health and comfort packs.
 - (4) Determine transportation requirements necessary to move Class VI. Plan to move health and comfort items with Class I.
 - (5) Determine if transportation shortfall exists.
- n. Determine the Class VII major end item requirements and command controlled items.
 - (1) Compute the Class VII major end items resupply based on battle loss reports.
 - (2) Verify the weapons systems status (WESS) report for battle loss.
 - (3) Plan for allocation of replacement ready-to-fight weapons systems to units to support the mission.
 - (4) Plan for issue of ready-to-fight weapons system plus crew.
 - (5) Determine number of ready weapon systems available for issue.
 - (6) Modify equipment-planning quantities in the ULLS-S4 planning scenario.
- o. Determine the Class VIII requirements.
 - (1) Compute the Class VIII requirements based on the number of pounds per man per day.
 - (2) Verify Class VIII requirements using ULLS-S4 unit load processes.
 - (3) Verify quantity of Class VIII items on hand.
 - (4) Coordinate storage requirements for Class VIII items with medical personnel.
 - (5) Determine transportation requirements to move Class VIII.
- p. Compute the Class IX requirements based on demand history.
 - (1) Determine storage requirements for Class IX.
 - (2) Determine transportation requirements necessary to move Class IX.
- q. Determine the requirement for miscellaneous items which are not one of the 10 supply classes (captured material and salvage material).
- r. Determine the methods of resupply for specific classes of supplies IAW FM 10-27-4 and local SOP.
 - (1) Identify the method of supply.
 - a) Establish amount and mix requirement for LOGPACs based on situations.
 - b) Determine the transportation requirements to move LOGPACs.
 - c) Coordinate supply of Logistics Packages (LOGPACs).
 - 1) Coordinate the service station resupply point.
 - 2) Coordinate the tailgating resupply point.
 - 3) Coordinate logistics package return instructions.
 - (2) Coordinate the pre-positioned Class I, III, IV, and V.
 - (3) Coordinate emergency resupply from the combat trains.
 - (4) Coordinate the distribution method for supplies.
 - a) Identify supply point distribution location.

- b) Identify unit distribution location.
 - (5) Identify the types of loads required to support combat operations.
 - (6) Determine storage requirements for resupply of Class I, III, IV, and V.
 - (7) Determine transportation requirements necessary for resupply for Class I, IV, and V.
 - s. Identify organic transportation capabilities.
 - t. Identify transportation shortfalls by nodes.
 - u. Identify the type of transportation required.
 - v. Request additional transportation support.
 - w. Identify the traffic controls that may be necessary to the operation.
 - x. Post the main supply route (MSR) and alternate supply route (ASR) to the supply points locations on the service support plan overlay.
 - y. Prepare the logistics annex (service support) to operation order.
3. Determine requirements for water and field services IAW FM 101-5, OPLOGPLANNER, LEW, ULLS-S4, and local SOP.
- a. Compute water requirements based on assigned personnel, unit equipment, and services to be provided.
 - (1) Determine the water requirements for drinking water.
 - (2) Determine the water requirements for personal hygiene.
 - (3) Determine the water requirements for meal preparation, kitchen sanitation, and individual mess kit washing.
 - (4) Determine the water requirements to operate shower and laundry site.
 - (5) Determine water requirements for medical services and medical facilities.
 - b. Determine water requirements for maintenance and care of equipment.
 - c. Determine water requirements for other support requirements.
 - (1) Determine water requirements for engineer construction support.
 - (2) Determine water requirements for Nuclear, Biological, Chemical (NBC) conditions Mission Oriented Protective Posture (MOPP) 3 and 4.
 - d. Determine the water requirements for mortuary affairs.
 - e. Build the Class I water requirements using logistics planning processes on ULLS-S4.
 - (1) Modify existing planning tables for Class I water on ULLS-S4 as required.
 - (2) Input Class I water requirements into an existing scenario shell on ULLS-S4.
 - (3) Review the planning estimate for Class I water on ULLS-S4.
 - (4) Determine the storage requirements for water.
 - (5) Determine the transportation requirements and shortfalls for water and incorporate into step 2.
 - f. Post water and services graphics information to service support matrix and overlay.
 - g. Prepare the service paragraph to the service support plan.
4. Determine labor requirements IAW FM 101-5, OPLOGPLANNER, LEW, and local SOP.
- a. Determine civilian and enemy prisoner of war labor capabilities.
 - b. Allocate and set priorities for available labor.
 - c. Determine transportation requirements to move the labor force.

5. Determine maintenance requirements IAW FM 101-5, OPLOGPLANNER, Logistic Estimate Workbook (LEW), and the local SOP.
 - a. Verify the priority of maintenance support for air, ground, and watercraft.
 - b. Verify the support maintenance facilities and salvage collection points for equipment.
 - c. Identify the controlled exchange and cannibalization point.
 - d. Verify the maintenance evacuation procedures.
 - e. Identify maintenance capability shortfalls.
 - f. Post maintenance, controlled exchange, and cannibalization points to service support matrix and overlay.
 - g. Prepare the maintenance paragraph to the service support plan.
6. Determine requirements for medical evacuation and hospitalization IAW FM 101-5 and local SOP.
 - a. Identify the medical evacuation policy.
 - b. Identify treatment and hospitalization procedures.
 - c. Identify other services information for all other combat health support matters.
 - (1) Identify the dental facilities and locations.
 - (2) Identify preventative medicine support and facilities location.
 - (3) Identify the health service logistics support and facilities location.
 - (4) Identify the combat stress control support and facilities location.
 - (5) Identify the veterinary support facilities and location.
 - d. Identify the procedures used for chemical casualties.
 - e. Determine the transportation requirements necessary to return troops to duty.
 - f. Post hospital locations and information to service support matrix and overlay.
 - g. Prepare the medical evacuation and hospitalization paragraph to the service support plan.
7. Determine personnel services requirements IAW FM 101-5 and local SOP.
 - a. Identify personnel services support (PSS) requirements.
 - (1) Identify the installation location and operating hours if applicable.
 - (2) Identify the personnel service support operating units and area served.
 - (3) Identify the personnel rotation criteria.
 - (4) Identify the unit responsibility for movement or administration of personnel.
 - b. Post locations and information to service support matrix and overlay.
 - c. Prepare the personnel services paragraph to the service support plan.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Review the higher headquarters operation order.	GO	NO-GO
2. Determine requirements for all classes of supply.	GO	NO-GO
3. Determine requirements for water and field services.	GO	NO-GO
4. Determine labor requirements.	GO	NO-GO
5. Determine maintenance requirements.	GO	NO-GO

- | | | |
|---|----|-------|
| 6. Determine requirements for medical evacuation and hospitalization. | GO | NO-GO |
| 7. Determine personnel services requirements. | GO | NO-GO |
-

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 710-2

DA Pam 710-2-1

FM 3-0

FM 10-27-4

FM 100-10

FM 101-5

FM 101-5-1

Local SOP

Logistic Estimate Workbook (LEW)

OPLOGPLANNER

ULLS-S4 EM

SUBJECT AREA 13: PROPERTY ADJUSTMENT MANAGEMENT

101-92Y-4402 MANAGE PROPERTY DISTRIBUTION

CONDITIONS

Assigned as an S4 noncommissioned officer in charge (NCOIC) in a field or garrison environment and given the requirement to review property adjustment documents, administrative procedures, and processing. Given DA Form 4949, DA Form 4697, DD Form 362, AR 735-5, DA Pam 710-2-1, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), DA Pam 735-5, ULLS-S4, unit supply files, local standing operating procedures (SOP), a computer with CD-ROM, and a supply clerk.

STANDARDS

Manage the use of property adjustment documents to obtain relief from responsibility for property so that the documents are not rejected by the appointing/approving authority IAW AR 735-5 and DA Pam 710-2-1.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review property adjustment documents for administrative and regulatory compliance IAW AR 735-5 and DA Pam 710-2-1.
 - a. Review DA Form 4697 administrative processing procedures.
 - (1) Verify that necessary procedures take place within the time limits required.
 - (2) Maintain DA Form 1659, Report of Survey Register, and files IAW AR 25-400-2.
 - (3) Verify that the initiator, appointing/approving authority, and survey officer complete all required actions.
 - (4) Review survey officer's findings and recommendation(s) for regulatory compliance.
 - (5) Review the Judge Advocate General's (JAG) legal review of all reports of survey pertaining to financial liability.
 - (6) Process letter of notification to the individual when financial liability is approved.
 - (7) Forward a copy of report of survey to the continuing balance system-expanded (CBS-X) central collection agency, if required.
 - (8) Review the report of survey system during the command inspection program for regulatory compliance.
 - (9) Verify that equipment is replenished when a report of survey is processed for the loss of equipment.
 - (10) Verify that reports of survey are filed in the appropriate unit supply file, 710-2a.
 - (11) Prepare a summary of all reports of survey to assist the appointing/approving authority in making a final decision.
 - (12) Advise appointing/approving authority of regulatory options when making "final approval" decision.

- (13) Process all reports of survey that recommend financial liability to the JAG for legal review prior to presenting adjustment document to appointing/approving authority.
 - (14) Review requests for reconsideration for administrative and regulatory compliance prior to forwarding to the appointing/approving authority.
 - (15) Advise appointing/approving authority of regulatory options when a request for reconsideration is received.
 - (16) Process requests for reconsideration denials to the appellate authority IAW regulatory procedures.
 - (17) Process appointing/approving authority notification letter to the respondent when financial liability has been assessed.
 - b. Review DA Form 4949 administrative processing procedures.
 - (1) Verify that AAR procedures for minor property book adjustments are processed IAW regulatory guidance.
 - (2) Verify that units are not using the AAR when there is a possibility of a substitution or sensitive item.
 - (3) Forward a copy of the AAR to the CBS-X central collection agency, if required.
 - (4) Review AAR processing procedures during the command inspection program.
 - (5) Verify that AARs are filed in the appropriate unit supply file, 710-2e.
 - c. Review DD Form 362 administrative processing procedures.
 - (1) Verify that DD 362s are processed IAW regulatory guidance.
 - (2) Check to see if the subordinate units are offering individuals the opportunity to sign a DD Form 362.
 - (3) Forward a copy of statement of charges/cash collection voucher to the CBS-X central collection agency, if required.
 - (4) Review statement of charges/cash collection voucher processing procedures during the command inspection program.
 - (5) Verify that equipment is replenished when a statement of charges/cash collection voucher is processed for loss of equipment.
 - (6) Verify that statement of charges/cash collection vouchers are filed in the appropriate supply file, 710-2e.
2. Process final administrative procedures for property adjustment documents IAW AR 735-5 and DA Pam 710-2-1.
 - a. Verify that a copy of the property adjustment document final action is provided to the appropriate property book officer.
 - b. Process a financial liability collection memorandum to the finance and accounting office (FAO) when collection must be made against service member's pay.
 - c. Collect adjustment document data for command review and analysis reports.
 - d. Forward a copy of all adjustment documents involving report item control code (RICC) 2, A, and Z to central collection agency.
 - e. Place a copy of adjustment documents in the appropriate supply file.

EVALUATION GUIDE

PERFORMANCE MEASURES**RESULTS**

- | | | |
|---|----|-------|
| 1. Review property adjustment documents for administrative and regulatory compliance. | GO | NO-GO |
| 2. Process final administrative procedures for property adjustment documents. | GO | NO-GO |
-

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
AR 735-5
DA Pam 710-2-1
DA Pam 735-5
ULLS-S4 EM

SUBJECT AREA 14: PROPERTY DISTRIBUTION MANAGEMENT**101-92Y-4110
MANAGE PROPERTY DISTRIBUTION****CONDITIONS**

Assigned as a senior logistics staff noncommissioned officer (NCO) in a field or garrison environment and given the requirement to manage the distribution of property. Given excess/shortage equipment listing, consolidated battalion property book listing, The Army Authorization Document System (TAADS) authorization change listing, unit equipment readiness listing, sensitive items inventory listing, hand receipt listing, Standard Property Book System-Redesign (SPBS-R), DA Pam 710-2-1, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 25-50, and local standing operating procedures (SOP).

STANDARDS

Review property management records and direct required actions to manage the distribution of property without losing accountability.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review property records IAW SPBS-R EM and applicable change document DA Pam 710-2-1.
 - a. Review DA Form 3328/3328-1.
 - (1) Identify excess equipment.
 - (2) Identify equipment shortages that are not on order.
 - b. Review selected SPBS-R property management listings and reports for:
 - (1) Asset visibility listing, product control number (PCN-ALV-150).
 - a) Identify excess equipment on hand.
 - b) Identify units and equipment for cross leveling.
 - (2) Hand receipt (PCN-ALV-151).
 - a) Identify excess equipment on hand.
 - b) Identify equipment shortages that are not on order.
 - c) Identify requests that are no longer needed.
 - (3) Parent level property listing (PCN-152)
 - a) Identify excess equipment on hand.
 - b) Identify equipment for cross leveling.
 - c) Identify equipment shortages that are not on order.
 - (4) TAADS authorization change listing (PCN-ALV-410).
 - a) Identify the equipment being deleted.
 - b) Identify equipment additions.
 - c) Identify changes to the equipment readiness codes.

- (5) TAADS excess/shortage equipment listing (PCN-ALV-413).
 - a) Identify projected excess equipment.
 - b) Identify projected shortage equipment.
 - (6) Projected change listing/line item number (LIN) sequence (PCN-ALV-415).
Identify authorization changes beyond current and next authorization document.
 - (7) Consolidated property listing (PCN-ALV-431).
 - a) Identify excess equipment on hand.
 - b) Identify equipment for cross leveling.
 - c) Identify equipment shortages that are not on order.
 - (8) Sensitive item inventory listing (PCN-ALV-441).
 - a) Verify that serial numbers are correct.
 - b) Verify that error messages have been corrected.
 - (9) Catalog change notification listing (PCN-ALV-610). Verify the changes of nonstandard items.
 - (10) Supply Bulletin (SB) 700-20, Delete/Change Listing, (PCN-ALV-611). Verify the changes and deletion of LINs.
 - (11) Unit equipment readiness listing (PCN-ALV-830). Verify that equipment LINs not rated S-1 have valid requisitions.
 - (12) Excess/shortage equipment listing (PCN-ALV-840).
 - a) Identify excess equipment on hand.
 - b) Identify equipment shortages that are not on order.
 - c) Identify requests that are no longer needed.
 - d) Identify dollar value of excess and shortage equipment.
 - (13) Due in listing (PCN-ALV-880).
 - a) Reconcile open requisitions.
 - b) Validate the requests for cancellations.
 - c) Update status when required.
2. Identify equipment authorization changes.
 - a. Notify units when required serial/registration information is missing from listings.
 - b. Inform units of LIN, national stock number (NSN), management control number (MCN), or non-standard line item number (NSLIN) changes after catalog updates.
 - c. Reconcile unit equipment readiness listing with the Unit Status Report for accuracy.
 - d. Provide units with authorization changes affecting the equipment.
 - e. Coordinate with units to submit authorization change requests for current or projected equipment authorizations.
 3. Initiate actions to perform property distribution.
 - a. Check automated authorization documents against hard copy authorization documents, if available, to verify that no discrepancies or conflicts exist.
 - b. Submit request for disposition to higher headquarters for excess equipment that cannot be cross-leveled within the command.
 - c. Coordinate with command to determine equipment redistribution priority.
 - d. Obtain approval to redistribute equipment excesses.
 - e. Provide redistribution instruction to subordinate units.

- f. Review and process lateral transfers.
- g. Prepare and process equipment excesses for turn-in.
- h. Follow up to verify that all distribution actions are completed.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Review property records.	GO	NO-GO
2. Identify equipment authorization change.	GO	NO-GO
3. Initiate actions to perform property distribution.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-50
AR 25-400-2
DA Pam 710-2-1
SPBS-R EM

SUBJECT AREA 15: MATERIEL CONDITION STATUS REPORTING

101-92Y-4401

PREPARE MATERIEL CONDITION STATUS REPORT

CONDITIONS

Assigned as a senior logistics staff noncommissioned officer (NCO) in a field or garrison environment and given the requirement to prepare DA Form 2406. Given the property records, preventive maintenance schedule and records, authorization documents, FEDLOG, AR 700-138, Unit Level Logistics System S4 (ULLS-S4), a computer loaded with a local computer forms program, AR 220-1, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), information generated from ULLS-G, modified table of organizational equipment (MTOE) or tables of distribution and allowances, and local standing operating procedures (SOP).

STANDARDS

Prepare a DA form without error IAW AR 700-138, the ULLS-S4 End User Manual (EM), and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify equipment that must be reported on the MCSR.
 - a. Obtain a listing of equipment for units with automated system support from the ULLS-Ground maintenance master data file.
 - b. Notify the commander that he will designate equipment on hand, for material condition status reporting purposes, as "in lieu of" (ILO) if authorization documents for newly required equipment are changed before modernization equipment is available for fielding.
 - (1) Report only "in lieu of" or substitute equipment on DA Form 2406, if listed in SB 700-20, appendix H.
 - (2) Apply the "in lieu of" policy only when the equipment is in lieu of modernization equipment.
 - (3) Verify that the "in lieu of" equipment is listed in SB 700-20, appendix H, as an authorized substitute.
 - (4) Initiate action to add the "in lieu of" equipment to the SB 700-20, if equipment to be used is not listed as an authorized substitute.
 - c. Report equipment that is on loan to another unit.
 - d. Report equipment listed in SB 700-20, appendix B, with an asterisk (*) next to the line item number (LIN) as a subsystem.
2. Prepare manual DA Form 2406 IAW AR 700-138 and local SOP.
 - a. Convert the calendar date to the Julian date for use on the report.
 - b. Complete the DA Form 2406 IAW AR 700-138.
 - c. Verify that the report is accurate and legible.
3. Receive Army Materiel Status System (AMSS) data IAW ULLS-S4 EM.

- a. Verify that subordinate UICs are included in the AMSS parameter file.
- b. Receive AMSS download diskette from subordinate units.
- c. Load the AMSS data into the ULLS-S4 IAW ULLS-S4 EM.
4. Process AMSS Reports IAW ULLS-S4 EM.
 - a. Select "Army Materiel Status Menu" from the S-4 Master Menu.
 - b. Select "Display/Print AMSS Report" from the Army Materiel Status Menu.
 - c. Select "Materiel Status (Ground)" from the Display/Print AMSS Report screen.
5. Review DA Form 2406/AMSS Report IAW the local SOP.
 - a. Analyze all information from the report to identify systemic problem areas.
 - b. Identify corrective actions for any problem areas.
6. Distribute the DA Form 2406 IAW AR 700-138 and ULLS-S4.
 - a. Forward the completed MCSR to the appropriate activity.
 - b. Forward the AMSS data diskettes to the higher headquarters.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine Materiel Condition Status Report (MCSR) requirements.	GO	NO-GO
2. Prepare manual DA Form 2406.	GO	NO-GO
3. Receive Army Materiel Status System (AMSS) data.	GO	NO-GO
4. Perform AMSS processes.	GO	NO-GO
5. Prepare a briefing on the Materiel Condition Status Report.	GO	NO-GO
6. Distribute the DA Form 2406.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 220-1
 AR 700-138
 FEDLOG
 Local SOP
 MTOE
 TDA
 ULLS-S4 EM

SUBJECT AREA 16: UNIT STATUS REPORTING

101-92Y-4303

PREPARE LOGISTICAL SECTION OF UNIT STATUS REPORT (USR)

CONDITIONS

Assigned as a senior logistics staff noncommissioned officer (NCO) in a field or garrison environment and given the requirement to prepare the logistical portion of DA Form 2715. Given AR-220-1, AR 700-138, SPBS-R User Manual, DA Form 2715, authorization documents, property records; unit equipment readiness listing, ALV-830; FEDLOG CD-ROM, local standing operating procedures (SOP), and a computer with a local forms program.

STANDARDS

Prepare the logistical portions of DA Form 2715 and forward it to the S3 section IAW AR 220-1, AR 700-138, and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify USR reportable equipment IAW AR 220-1; AR 700-138, appendix B, and FEDLOG (SB 700-20, appendix H).
 - a. Identify equipment that must be reported when not supported by automated systems.
 - (1) Identify equipment that is designated equipment readiness code (ERC) A or P on the Modified Table of Organization and Equipment (MTOE) that must be reported.
 - (2) Identify equipment that is designated ERC B/C on the MTOE.
 - (3) Identify the equipment listed on the table of distribution and allowances (TDA) which has designated ERCs of A/P which must be reported.
 - (4) Use the equipment listed in AR 700-138, appendix B, as ERC A/P when TDAs are not equipment readiness coded.
 - (5) Identify all equipment listed on the TDA but not designated as reportable in AR 700-138, appendix B, which will be considered ERC B/C and must be reported.
 - (6) Identify pacing items from AR 220-1, which will receive special emphasis when determining S and R levels. S-level is the unit's equipment on hand (EOH) status. R-level is the equipment serviceability (ES) indicator.
 - (7) Identify any equipment that has been designated as exempt from reporting as listed in AR 220-1, which will not be reported.
 - (8) Identify substitute items listed in SB 700-20, appendix H, as in lieu of (ILO) items which must be reported under the authorized line item number (LIN).
 - (9) Prepare a list of all identified reportable USR items.
 - a) Prepare a separate report for A/P, B/C, and P only items.
 - b) List the items in LIN sequence.
 - b. Verify the product control number (PCN) ALV-830, unit equipment readiness listing, when supported by an automated property accounting system.

- (1) Obtain the unit equipment readiness listing from the property book officer (PBO).
 - (2) Check the information listed on the report against the authorization document and hand receipts.
 - (3) Verify that those LINs not rated C-1 have valid document numbers for equipment shortages.
 - (4) Compare previous month's equipment readiness listing with the current month's listing to identify any changes from the previous month's report.
 - (5) Report all discrepancies on the listing to the PBO.
2. Calculate the S-level IAW AR 220-1.
 - a. Calculate the S-level for manual operations.
 - (1) Identify your unit's ERC A/P (MTOE units) or AR 700-138, appendix B (TDA units) LINs and required quantities.
 - (2) Identify quantities of equipment on hand (from the unit property book) to be counted against the required quantities above.
 - (3) Determine the S-level for each ERC A and P LIN.
 - (4) Record the results.
 - (5) Convert the number of LINs at each S-level to a percentage.
 - (6) Calculate a separate equipment fill S-level for pacing items.
 - a) Identify those LINs that are pacing items.
 - b) Identify which of the pacing items has the lowest calculated S-level.
 - (7) Compute the unit S-level.
 - (8) Identify your unit ERC B/C (MTOE units) LINs or those LINs not listed in AR 700-138, appendix B (TDA units), and their required quantities.
 - (9) Identify (from the property book) quantities of ERC B and ERC C equipment on hand to count against the required ERC B/C quantities above.
 - (10) Determine an S-level for each ERC B/C LIN.
 - b. Calculate the S-level for automated operations using the unit equipment readiness listing.
 - (1) Complete the summary of readiness ratings, located at the end of each part of the listing. (Part I will contain all A/P items, Part II will contain all ERC B/C items.)
 - a) Enter the total number of C-1 lines on the first blank space.
 - b) Enter the total number of C-2 lines on the second blank space.
 - c) Enter the total number of C-3 lines on the third blank space.
 - d) Enter the total number of C-4 lines on the fourth blank space.
 - e) Enter the total number of Exception Reporting lines on the last blank space.
 - (2) Convert the number of LINs at each S-level to a percentage.
 - (3) Identify the lowest rated pacing item.
 - (4) Compute the unit S-level using Part I.
 - (5) Calculate an S-level for ERC B/C LINs.
 3. Complete the equipment on hand portion of DA Form 2715, sections A and B, IAW AR 220-1, appendix E.
 - a. Complete Section A—EQSUPPLY Set, DA Form 2715.

- (1) ESRAT, S-level (FLD 1). Enter the determined S-level from step 2a(7) for manual operations or 2b(4) for automated operation.
 - (2) ESRES reason S-level not 1 (FLD 2). Enter the equipment on-hand code from appendix E that shows the main reason the S-level is not 1.
- b. Complete Section B–EQOHDATA Set, DA Form 2715.
- (1) EHRDN (FLD 2, total number of ERC A&P LINs). Use data from step 2a(7) for manual operation or 2b(4) for automated operation.
 - (2) EHRD1 (FLD 3, number of LINs rated 1). Use data from step 2a(7) for manual operation or 2b(4) for automated operation.
 - (3) EHRD2 (FLD 4, number of LINs rated 2). Use data from step 2a(7) for manual operation or 2b(4) for automated operation.
 - (4) EHRD3 (FLD 5, number of LINs rated 3). Use data from step 2a(7) for manual operation or 2b(4) for automated operation.
 - (5) EHRD4 (FLD 6, number of LINs rated 4). Use data from step 2a(7) for manual operation or 2b(4) for automated operation.
 - (6) PIRAT (FLD 7, lowest pacing item S-level). Use data from step 2a(6)(b) for manual operation or 2b(4) for automated operation.
- c. Complete DA Form 2715, Section B, ERC B and C equipment.
- (1) EHRDNBC (FLD 1, total number of ERC B and C LINs). Use data from step a(10) for manual operations or b(1) for automated operations.
 - (2) EHRDBC1 (FLD 2, number of LINs rated S-1). Use data a(10) for manual operations or b(1) for automated operations.
 - (3) EHRDBC2 (FLD 3, number of LINs rated S-2). Use data from step a(10) for manual operations or b(1) for automated operations.
 - (4) EHRDBC3 (FLD 4, number of LINs rated S-3). Use data from step a(10) for manual operations or b(1) for automated operations.
 - (5) EHRDBC4 (FLD 5, number of LINs rated S-4). Use data from step a(10) for manual operations or b(1) for automated operations.

EVALUATION GUIDE

PERFORMANCE MEASURES

	RESULTS	
	GO	NO-GO
1. Identify USR reportable equipment.	GO	NO-GO
2. Calculate the S-level.	GO	NO-GO
3. Complete the equipment on hand portion of DA Form 2715, sections A and B.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 220-1
AR 700-138
FEDLOG

SUBJECT AREA 17: MOVEMENT MANAGEMENT

101-92Y-4304 COORDINATE UNIT MOVEMENTS

CONDITIONS

Assigned as the senior logistics noncommissioned officer (NCO) in a field or garrison environment with additional duty as unit movement officer (UMO) and given the requirement to review and validate unit movement plans and conduct after action reviews (AAR). Given unit movement plans (UMP), FORSCOM/ARNG Regulation 55-1, FORSCOM Regulation 55-2, AR 25-50, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstt.htm>), FM 25-101, and local standing operating procedures (SOP).

STANDARDS

Review and validate unit movement plans for effectiveness and conduct an AAR IAW FORSCOM/ARNG Regulation 55-1, FORSCOM Regulation 55-2, FM 25-101, and local SOP.

TRAINING/EVALUATION

TRAINING INFORMATION OUTLINE

1. Review the UMO duties and responsibilities IAW FORSCOM/ARNG Regulation 55-1.
 - a. Verify that the UMO appointment order is current.
 - b. Maintain unit movement and vehicle load plans.
 - c. Supervise the preparation and execution of unit load plans.
 - d. Coordinate with headquarters and support activities on unit movements.
 - e. Coordinate operational and logistical movement requirements.
 - f. Submit unit movement data (UMD) as required by FORSCOM Regulation 55-2.
 - g. Maintain on file approved copies of all unit movement plans (UMP).
 - h. Notify the installation coordinator UMO for reserve component/installation of changes that affect transportation requirements.
 - i. Assist with training unit loading team(s).
 - j. Review unit movement plans to verify that they conform with FORSCOM/ARNG Regulation 55-1 and local SOP.
 - k. Prepare and maintain documentation needed for unit movement to include automated unit equipment list (AUEL).
 - l. Verify that unit personnel are trained to certify hazardous material (HAZMAT).
 - m. Verify that UMOs test unit vehicle load plans and that movement procedures are prepared IAW local SOP and FORSCOM/ARNG Regulation 55-1.
 - n. Develop staff and publish changes required to enhance movement planning and execution.
 - o. Prepare and maintain command level movement plans that incorporate subordinate level movement requirements.

- p. Coordinate movement requirements with the chain of command.
- 2. Review and validate the effectiveness of subordinate unit movement plans.
 - a. Verify that the following has been identified IAW FORSCOM/ARNG Regulation 55-1:
 - (1) Verify that the unit has identified what needs to be moved.
 - (2) Verify that the unit has identified equipment to accompany troops (TAT).
 - (3) Verify that the unit has identified equipment that does not have to accompany troops (NTAT).
 - (4) Verify that the unit has identified air movement requirements.
 - (5) Verify that the unit has identified hazardous cargo and sensitive items for movement.
 - (6) Check vehicle load plans for accuracy.
 - (7) Verify that unit has identified blocking, bracing, packing, crating, and tie-down (BBPCT) bulk break point requirements.
 - (8) Verify that a record of up-to-date UMD is on file.
 - (9) Verify that the unit has determined how the personnel and equipment will be moved.
 - (10) Verify that the unit has updated its AUDEL as changes occurred in operation plan (OPLAN) or operation plan in concept format (CONPLAN).
 - b. Validate unit movement plans IAW FORSCOM/ARNG Regulation 55-1:
 - (1) Verify that unit has appointed a movement officer and an alternate movement officer.
 - (2) Verify that unit has the required publications to support unit movement.
 - (3) Verify that unit has approved mobilization (RC only) and deployment (RC/AC) movement plans for USAR Military Sealift Command (USARMSC)/State Area Command (STARC).
 - (4) Verify that the UMP has been prepared IAW FORSCOM Reg. 55-1.
 - (5) Verify that subordinate UMO has reviewed unit movement plans to make sure that they conform to the directives of higher headquarters.
 - (6) Verify that unit has established procedures for the following:
 - a) Loading requirements and personnel certification for transporting hazardous cargo.
 - b) Marking of vehicles for convoy movement.
 - c) Loading and unloading of vehicles before and after movement.
 - d) En route maintenance plan for convoy movement.
 - (7) Verify that unit SOPs have been reviewed and staffed to ensure conformity with regulations.
 - (8) Verify that UMP addresses the following:
 - a) Movement of advance detachment to the mobilization station (MS)/port of embarkation (POE), if required.
 - b) Movement of the main body.
 - c) Movement of modified table of equipment (MTOE)/common table of allowances (CTA) equipment from home station (HS), mobilization and training equipment site (MATES), unit type training site (UTES), weekend equipment training site (WETS), and equipment concentration site (ECS).

- (9) Verify that unit has the most current AUEL report on file.
 - (10) Verify that unit has FORSCOM Form 285-R and DD Form 1750 completed for each loaded vehicle and trailer.
 - (11) Verify that FORSCOM Form 285-1-R has been completed for equipment that cannot be transported by the unit's organic transportation assets.
 - (12) Verify that BBPCT material requirements have been identified.
 - (13) Verify that coordination has been made with United States Property and Fiscal Officer (USPFO), ARNG support installation (SI), and mobilization station (MS).
 - (14) Verify that unit load teams have been identified and trained.
 - (15) Verify that unit convoy requirements have been identified and that appropriate UMP coordination and forms have been completed.
 - (16) Verify that hazardous cargo has been identified, properly loaded, and certified for movement.
3. Assist units in executing deployment of UMP IAW FORSCOM 55-1.
 - a. Coordinate, obtain data, and prepare departure reports for units.
 - b. Coordinate material handling equipment (MHE) requirements for all units with directorate of logistics (DOL).
 - c. Coordinate convoy clearances and special hauling permits for units as follows:
 - (1) Verify that military vehicles meet state and local safety requirements.
 - (2) Obtain a blanket permit, if possible, from state highway transportation authority.
 - (3) Obtain civil permits and clearances in emergencies, if required.
 - (4) Monitor convoy movements as required.
 - (5) Assist in coordinating en route administrative and logistical support for units.
 - (6) Provide a 24-hour point of contact (POC) number for emergencies. Include names and daytime phone number of defense movement coordinator (DMC) for the state's active component (AC) installations, for the USAR regional support command (RSC), and for the direct reporting unit (DRU) headquartered within respective boundaries.
 - (7) Provide copies of current convoy visibility report to installations when requested.
 - (8) Maintain files on all unit highway moves that have been coordinated and approved by state movement control center (SMCC).
 - d. Maintain and manage containers per DOD 4500.9-R-1 and AR 56-4.
 - e. Coordinate aircraft loading requirements and obtain data for departure report when required.
 - f. Coordinate certification training for hazardous materials movement.
 - g. Assist UMO in coordinating and training unit-loading teams.
 4. Conduct follow-up actions and after-action reviews, IAW FM 25-101, to improve future unit movements.
 - a. Review all unit move activities to identify their strengths and weaknesses.
 - b. Conduct AAR with subordinate UMOs.
 - (1) Discuss mistakes made during unit movement.
 - (2) Discuss movement strengths.
 - (3) Discuss how to sustain unit movement training and strengths.
 - (4) Summarize the key points of the AAR.

- (5) Incorporate lessons learned in future training processes and procedures.
- c. Develop training solutions and unit movement procedures required to correct the problems identified.
 - (1) Staff new procedures within the command.
 - (2) Incorporate approved procedures into local SOPs.
 - (3) Incorporate additional training requirements into future training schedules.
- d. Reinforce strengths of unit movements identified by incorporating procedures into local SOPs and training requirement.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Review the UMO duties and responsibilities.	GO	NO-GO
2. Review, evaluate, and validate the effectiveness of subordinate unit movement plans.	GO	NO-GO
3. Assist units in executing deployment of unit movements.	GO	NO-GO
4. Conduct follow-up actions and after-action reviews.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-50
- AR 25-400-2
- FM 25-101
- FORSCOM Reg. 55-2
- FORSCOM/ARNG Reg. 55-1
- Local SOP

SUBJECT AREA 18: BUDGET PLANNING PROCESS**101-92Y-4302
MANAGE BUDGET OPERATIONS****CONDITIONS**

Assigned as a senior logistics noncommissioned officer (NCO) in a field or garrison environment and given the requirement to develop and implement an annual budget. Given funding data, manual ledgers, approved organizational budget from higher headquarters, DFAS-IN 37-1, AR 25-50, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), Unit Level Logistics System S4 (ULLS-S4), ULLS-Ground data from subordinate units, ULLS-Aviation data from subordinate units, local standing operating procedures (SOP), and a supply clerk.

STANDARDS

Develop the annual operating budget IAW command operating budget guidance.

TRAINING/EVALUATION**TRAINING INFORMATION OUTLINE**

1. Develop the new fiscal year (FY) operating budget IAW DFAS-IN 37-1.
 - a. Review the prior FY's funding allocations.
 - (1) Establish operational requirements affecting readiness.
 - a) Review training missions with the S-3 to determine the prior year's budget requirements and expenditures.
 - b) Review projected training missions with the S-3 to determine the budget requirements for the FY.
 - b. Review all outstanding due-ins and cancellations that may impact budget requirements.
 - c. Review command operating budget guidance.
 - d. Collect data that supports developing an "unconstrained" budget.
 - e. Review force structure requirements, i.e., Modified Table of Organization and Equipment (MTOE) changes, that may affect the budget.
 - f. Consider statutory requirements (compliance with federal/Army regulations and other laws) impacting budget requirements.
 - g. Consolidate total budget requirements.
 - h. Review the Unfinanced Requirement (UFR) list.
 - (1) Forward the battalion's consolidated budget requirements IAW command operating budget guidance.
 - (2) File a copy of the budget requirements memorandum in the appropriate battalion/brigade supply files.
 - i. Provide recommendation to commander for final action.
2. Allocate funds to subordinate units IAW command guidance.
 - a. Prepare budget allocations manually.

- (1) Compare the total budget requirements of all subordinate units with the command operating budget guidance.
- (2) Allocate the funds to subordinate units IAW command guidance (monthly, quarterly, semi-annually, and annually).
- (3) Prepare a memorandum containing budget allocation information for subordinate units.
- (4) Forward the memorandum with the allocation of funds to subordinate units IAW the local SOP.
- (5) File a copy of the memorandum in the battalion/brigade command supply files.
- b. Prepare budget allocations using ULLS-S4.
 - (1) Compare the total budget requirements of all subordinate units with the command operating budget guidance.
 - (2) Build unit records for ULLS-Ground and ULLS-Aviation units.
 - (3) Build the budget account code (BAC) records.
 - (4) Build the BAC 1/2 records.
 - (5) Build the budget ledger/subledger records.
 - (6) Download and label budget information to diskettes for subordinate units.
 - (7) Prepare a transmittal memorandum with budget information.
 - (8) Forward the memorandum and diskettes to subordinate units IAW the local SOP.
 - (9) File a copy of the memorandum in the battalion/brigade command supply files.
3. Manage the budget.
 - a. Establish a battalion/brigade SOP for budget procedures.
 - b. Manage the budget using manual procedures IAW the local SOP.
 - (1) Confirm that funding levels have been provided for each budget account record.
 - (2) Verify that budget management systems/procedures have been established for each account.
 - (3) Analyze budget reports that are provided by the local financial management system, i.e., Standard Finance System (STANFINS) or Decentralized Commitment Accounting System (DCAS).
 - (4) Brief the commander on the current budget status.
 - (5) File budget reports IAW AR 25-400-2 and the local SOP.
 - c. Manage the budget using ULLS-S4.
 - (1) Verify that automated and manual supply data is being posted daily to the budget ledgers/subledgers.
 - (a) Verify that automated supply data is posted to budget ledger/subledgers from the ULLS-Ground interface diskette.
 - (b) Verify that automated supply data is posted to budget ledgers/subledgers from the ULLS-Aviation interface.
 - (2) Check the fund status of each account on a regular basis.
 - (3) Verify that budget ledgers/subledgers are uploaded from the diskette provided by higher headquarters.
 - (4) Verify that subordinate units are providing budget status data on diskette to the battalion/brigade IAW local SOP.
 - (5) Verify the posting of commitments.

- (6) Report commitments to higher headquarters IAW the ULLS-S4 EM.
- (7) Utilize budget reports provided by ULLS-S4 to analyze and manage the battalion/brigade budget.
- (8) Brief the commander on the current budget status.
- (9) Verify that budget files are purged as scheduled IAW ULLS-S4 EM.
- (10) File budget reports IAW AR 25-400-2 and the local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Develop the new fiscal year (FY) battalion/brigade command operating budget.	GO	NO-GO
2. Allocate funds to subordinate units.	GO	NO-GO
3. Manage the battalion/brigade command budget.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 25-50
 DFAS-IN 37-1
 ULLS-S4 EM
 Local SOP

GLOSSARY

Section I ACRONYMS AND ABBREVIATIONS

A	
A&E	ammunition and explosives
AA	accountable activity
AAC	acquisition advice code
AAE	army acquisition executive
AAFES	Army and Air Force Exchange Service
AAI	additional authorized items
AAL	additional authorizations list
AAO	Army acquisition objective
AAR	administrative adjustment report
AASF	Army Aviation Support Facility
AB	air base
ABF	availability balance file
ABL	ammunition basic load
AC	acquisition corps, advice code
ACA	air clearance authority
ACAT	acquisition category
ACCOR	Army COMSEC central office of record
ACOD	actual cost of damage
ACWT	average customer wait time
ADC	assistant division commander
ADCS	assistant division commander (support)
ADVON	advanced echelon
AFFS	Army field feeding system
AFFS-F	Army field feeding system-future
AFI	asset force information
AIF	Army Industrial Fund
AL	administrative logistics
ALMC	Army Logistics Management College
ALMSA	Automated Logistics Management Systems Activity
ALO	authorized level of organization
ALW	allowance
AMC	U.S. Army Materiel Command, aviation maintenance company
AMCISS	AMC Installation Supply System
AMCCOM	U.S. Army Armament, Munitions, and Chemical Command
AMDF	Army master data file
AMSA	area maintenance support activities
AMSS	Army materiel status system
ANMCS	anticipated not mission capable supply
AO	area of operations
AOAP	Army Oil Analysis Program
APO	accountable property officer
APOD	aerial port of debarkation
APOE	aerial port of embarkation
AR	Army regulation
ARC	Accounting Requirements Code

ARI	automatic return items
ARIL	automatic return items list
AS	acquisition strategy
ASA	Army supply agency, ammunition supply activity
ASC	automatic switching center
ASDA	accountable supply distribution activity
ASF	Army stock fund, aeromedical staging facility
ASG	area support group
ASL	authorized stockage list
ASMB	area support medical battalion
ASMC	area support medical company, area support maintenance company
ASP	ammunition supply point
ASR	alternate supply route, asset supply request
ATCOM	U.S. Army Aviation and Troop Command
ATIC	air terminal identifier code
ATLS	advanced trauma life support
ATP	ammunition transfer point
AUTODIN	automatic digital network
AUTOVON	automatic voice network
AVFUEL	aviation fuel
AVGAS	aviation gas
AVIM	aviation intermediate maintenance
AVUM	aviation unit maintenance
AWCF	Army working capital fund
AWE	Army warfighting exercise
AWR-S	Army War Reserves—Sustainment
AWR-3	Army War Reserve 3
AWRPS	Army War Reserve Prepositioned Sets
AXP	ambulance exchange point
B	
BALOC	balance location
BAS	battalion aid station
B/B	break bulk
BBP	break bulk point
BBPCT	blocking, bracing, packaging, crating, and tie-down
BCOC	base cluster operation center
BD	battlefield distribution
BDAR	battle damage assessment and repair
BII	basic issue item
BIIL	basic issue item list
BL	bill of lading, basic load
BLAST	block asynchronous transmission
BMMC	Brigade Materiel Management Center
BMO	battalion maintenance officer
BN	battalion
BOE	blanket open end
BOI	basis of issue
BSA	brigade support area
BSC	base support company in Force XXI

BTRY	battery
BUR	bottom-up reconciliation
C	
CAGE	commercial and government entity code
CAP	capacity
CASCOM	Combined Arms Support Command
CBS-X	continuing balance system—expanded
CCA	central collection agency
CCI	controlled cryptographic item
CCL	combat configured load
CCP	consolidation and containerization point, casualty collection point
CCSS	Commodity Command Standard System
CDA	catalog data agency
CDCP	central data collection point
CECOM	Communications and Electronics Command
CHE	container handling equipment
CHS	combat health support
CIC	content indicator code
CIE	clothing and individual equipment
CIF	central issue facility
CIIC	controlled inventory item code
CIMM	commodity integrated material manager
CIIP	clothing initial issue point
CK	containerized kitchen
CL	classification list, components list, combat load
CLSSA	cooperative logistics supply support agreement
CMCC	corps moving control center
CMMC	corps materiel management center
COEI	components of end items
COMMZ	communications zone
COMSEC	communications security
COMSECLOG	U.S. Army Communications Security Logistics
CONUS	Continental United States
COSCOM	Corps Support Command
CP	cannibalization point
CPL	certified professional logistician
CPP	central processing point
CROP	container roll-in/roll-out platform
CRP	centralized receiving point
CRT	combat repair team
CS	combat stockage, combat support
CSA	corps storage area
CSB	corps support battalion
CSC	civilian support center
CSDP	command supply discipline program
CSG-F	corps support group (forward)
CSG-R	corps support group (rear)
CSH	combat support hospital
CSR	controlled supply rate

CSS	combat service support
CSSAMO	combat service support automation management office
CSSCS	Combat Service Support Control System
CTA	common table of allowances
CTASC	corps/theater ADP service center
CTCP	combat trains command post
CXL	cancelled
CZ	combat zone
D	
D	durable
DA	Department of the Army
DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office
DAMMS-R	Deployment Automated Movement Mapping System – Redesigned
DAMPL	Department of the Army master priority list
DAO	division ammunition officer
DASB	division aviation support battalion
DBOF	Defense Business Operating Fund
DCF	document control file
DCSLOG	deputy chief of staff for logistics
DDM	Defense Disposal Manual
DDN	Defense Data Network
DEH	director of engineering and housing
DEMIL	demilitarization
DESC	Defense Energy Support Center
DEPRA	Defense Program for Redistribution of Assets
DFAS	Defense Finance and Accounting Service
DFSP	Defense Fuel Support Point
DGSC	Defense General Supply Center
DHF	demand history file
DIC	document identifier code
DISCOM	Division Support Command
DLA	Defense Logistics Agency
DLOGS	division logistics system
DLR	depot level reparable
DLSC	Defense Logistics Service Center
DMA	Defense Mapping Agency
DMC	Distribution Management Center
DMMC	Division Materiel Management Center
DMOC	Division Medical Operations Center
DMPRL	Defense Master Priority Requirements List
DMS	Defense Mapping School
DMSO	division medical supply office
DNBI	disease and non-battle injury
DNS	domain name servers
DO	due-out
DOD	Department of Defense
DODAAC	DOD Activity Address Code
DODAAD	DOD Activity Address Directory
DODAC	Department of Defense Ammunition Code

DODIC	DOD Identification Code
DOL	director of logistics
DOS	days of supply
DPA	data processing activity
DPSC	Defense Personnel Support Center
DRD	disposal release denials
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DS	direct support
DSA	division support area
DSB	division support battalion
DSC	Defense Supply Center
DSM	direct support maintenance
DSMC	division support medical company
DSN	Defense Switched Network
DSR	document status report
DSS	direct support system
DSTV	direct support team vehicle
DSU	direct support unit
DSWS	division support weapons system
DTO	division transportation office
DTOCSE	division tactical operation center support element
DTS	Defense Transportation System
DTTS	Defense Transportation Tracking System
DVD	direct vendor delivery
DX	direct exchange
DZ	drop zone
E	
EA	each
EAD	echelons above division, equipment availability date
EAD	earliest arrival date, estimated availability date
EBFL	extended boom forklift
EC	essentiality code
ECC	equipment category code
ECDS	enhanced container delivery system
ECP	equipment control point
ECOD	estimated cost of damage
EDD	estimated delivery date
EDSS	equipment deployment and storage systems
EIC	end item code
ELS	exportable logistics system
ELTST	enhanced logistical theater support tool
EOD	explosive ordnance disposal
EOH	equipment on hand
EOP	end of period
EOQ	economic order quantity
EP	equipment publications
EPA	Environmental Protection Agency
ER	equipment readiness
ERC	equipment readiness code

ERPSL	essential repair parts stockage list
ESD	estimated shipping date
ESIL	essential support items list
ESML	expendable supplies and materials list
ESR	equipment status report
ETA	estimated time of arrival
ETD	effective transfer date
ETS	expiration term of service
EUMD	essential unscheduled maintenance demand
F	
F/S	full-size
FAD	force activity designator, field authorization document
FAO	Finance and Accounting Office
FAR	federal acquisition regulation
FARE	forward area refueling equipment
FARP	forward area refuel/rearm point
FAS	free along side
FAST	forward area support team, field assistance team
FBCB2	Force XXI Battle Command Brigade and Below
FC2B	future command and control vehicle
FCDT	freight consolidation and distribution team
FCS	federal catalog system
FDA	Food and Drug Administration
FEBA	forward edge of the battle area
FEDLOG	federal logistics file
FED-STD	federal standard
FEDSTRIP	federal standard requisitioning and issue procedures
FEMA	Federal Emergency Management Agency
FF	freight forwarder
FF&V-P	fresh food and vegetable(s) – perishables
FFHE	field feeding in a hot environment
FIFO	first in-first out
FLD/FLDG	field/fielding
FLDSVC	field service
FLE	forward logistics element
FLSC	final logistics support concept
FMC	fully mission capable
FMEA	failure modes and effects analysis
FMECA	failure modes and effects criticality analysis
FMLB	forward medical logistics battalion
FMP	Force Modernization Program
FMS	foreign military sales
FMSO	foreign military sales order
FMTS	field maintenance test set
FOB	free on board
FOI	found on installation
FORSCOM	Forces Command
FPN	federal part number
FRS	forward repair system
FSB	forward support battalion

FSC	federal supply classification, forward support company in Force XXI
FSC	field service company
FSCN	federal supply classification number
FSG	federal supply group
FSII	fuel system icing inhibitor
FSMC	forward support medical company
FSP	forward stockage point
FSSP	fuel system supply point
FWT	fair wear and tear
FY	fiscal year
FITCAL	fix, inspect, tighten, clean, align, and lubricate
FLSC	final logistic support concept
FMT	field maintenance technician
FRS-H	forward repair system-heavy
FSA	foreign system acquisition
FSB	forward support battalion
FSG	federal supply group
FST	forward support team
G	
G-4	assistant chief of staff (logistics)
GAO	Government Accounting Office
GBL	government bill of lading
GCSS-A	global combat control systems—Army
GEN	generator
GFP	government furnished property
GMC	ground maintenance company
GOCO	government-owned, contractor-operated
GOTS	government off the shelf
GPC	government purchase card
GPM	gallons per minute
GPS	global positioning system
GS	general support
GSA	General Services Administration
GSM	general support maintenance
GSU	general support unit
H	
HAZMAT	hazardous materials
HCP	health and comfort packs
HEMAT	heavy expanded mobility ammunition trailer
HEMTT	heavy extended mobility tactical truck
HET	heavy equipment transporter
HMDS	hazardous materials data sheet
HMT	high mobility trailer
HN	host nation
HNS	host nation support
HNSCT	host nation support control team
HR	hand receipt
HRH	hand receipt holder
HSC	U.S. Army health services command

HSS	health service support
HTARS	HEMTT tanker aviation refueling system
I	
IAR	inventory adjustment report
IBCT	initial brigade combat team
ICP	inventory control point
IDMS	integrated disposal management system
IDS	intermediate or direct support
IFMS	interagency fleet management system
IG	Inspector General
IGS	intermediate general support
IL	international logistics, identification list
ILAP	integrated logistics analysis program
ILS	integrated logistics support
ILSM	integrated logistics support manager
ILSMM	integrated logistics support management model
ILSMRS	integrated logistics support milestone reporting system
ILSMT	integrated logistics support management team
ILSP	integrated logistics support plan
IM	item manager
IMM	integrated materiel management
IMPAC	international merchant purchase authorization card
IMPL	initial mandatory parts list
INSCOM	U.S. Army Intelligence and Security Command
IPD	issue priority designator
IPDS	inland petroleum distribution system
IPG	issue priority group
ISA	installation support activity
ISD	installation supply division
ISM	integrated sustainment maintenance
ISS	interservice supply support
ISSP	interservice supply support program
ITO	installation transportation officer
ITV	in-transit visibility
J	
JCALs	joint computer-aided acquisition and logistic support
JCS	Joint Chiefs of Staff
JILSP	joint integrated logistics support plan
JLSC	joint logistics support command
JLSP	joint logistics support plan
JMCC	joint movement control center
JTA	joint table of allowances
JTX	joint training exercise
K	
KM	kilometer

L	
LADDS	laundry and decontamination dry cleaning system
LADS	laundry advanced system
LAFARE	lightweight arctic forward area refueling equipment
LAO	logistics assistance office
LAR	logistics assistance representative
LASE	logistics asset support estimate
LASSO	Logistics Automation Systems Support Office
LCA	logistics control activity
LCC	logistics control code
LCD	Logistics Concepts Directorate
LIF	logistics intelligence file
LIN	line item number
LO	liaison officer
LOC	lines of communication
LOGCAP	Logistics Civil Augmentation Program
LOGPAC	logistics package
LOGPLAN	logistics plan
LOGSA	logistics support activity
LOGSTAT	logistics status
LOR	level of repair
LORA	level of repair analysis
LOTS	logistics-over-the-shore
LRP	logistics release point
LRU	line replaceable unit
LSE	logistics support element
LT	lateral transfer
LTD	location transfer directive
M	
M3T2	multi-mission medium tactical transport (aircraft)
M&S	media and status
MA	maintenance allocation, mortuary affairs
MAAG	Military Assistance Advisory Group
MAC	military airlift command, military allocation chart
MACOM	Major Army Command
MACP	mortuary affairs collection point
MAINT	maintenance
MAL	master authorization list
MAP	military assistance program
MAP	materiel acquisition process
MARB	materiel acquisition review board
MASF	military assistance service-funded
MATCAT	materiel category
MATES	mobilization and training equipment sites
MBPAS	monthly bulk petroleum accounting summary
MC	maintenance use code
MCA	management control activity
MCC	movement control center
MCL	mission-configured load (formerly combat-configured load [CCL])
MCO	movement control officer, maintenance control officer

MCP	maintenance collection point
MCS	maintenance control section
MCT	movement control team
MDS	model/design/series
MEDAID	Medical Defense Against Infectious Disease
MEDCOM	Medical Command
MEDLOG	Medical Logistics
MEDSUP	Medical Supply System
METT-TC	mission, enemy, terrain, troops, time, and civilian considerations
MFFIMS	Mass Fatality Field Information Management System
MFP	materiel fielding plan
MFR	memorandum for record
MHE	materiel handling equipment
MICOM	U.S. Army Missile Command
MILSTAMP	military standard transportation and movement procedures
MIL-STD	military standard
MILSTRIP	military standard requisitioning and issue procedures
MIPR	military interdepartmental purchase request
MIRV	major item requisition validation
MKT	mobile kitchen trailer
ML	management list
MLST	medical logistics support team
MMC	Materiel Management Center
MOADS	Maneuver Oriented Ammunition Distribution System
MOGAS	motor gasoline
MOPP	mission oriented protective posture
MOS	military occupational specialty
MPL	mandatory parts list and federal part number
MPN	manufacturer's part number
MPS	maritime pre-positioned ships
MR	maintenance repair
MRC	material readiness command, material release confirmation
MRD	material release denial
MRE	meal ready to eat
MRL	materiel requirement list
MRO	material release order
MROC	materiel release order confirmation
MROCS	materiel release order control system
MRP	material returns program
MRSA	materiel readiness support activity
MS	maintenance shelter, minimum stockage
MSB	main support battalion
MSC	military sea lift command, major subordinate command
MSC	Medical Service Corps
MSDS	materiel safety data sheet
MSE	mobile subscriber equipment
MSR	main supply route
MST	maintenance support team
MTF	medical treatment facility
MTMC	Military Traffic Management Command
MTOE	modified table of organization and equipment

MTS	mobile tracking system
MUC	maintenance use code
MWO	modification work order
N	
NA	net asset
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
NBC	nuclear, biological, and chemical
NDI	non-developmental item
NEO	noncombatant evacuation order
NET	new equipment training
NGB	National Guard Bureau
NGO	non-governmental organization
NICP	national inventory control point
NIIN	national item identification number
NLT	no later than
NMCM	not mission capable maintenance
NMCS	not mission capable supply
NMP	national maintenance program
NSL	non-stockage list
NSN	national stock number
NTV	non-tactical vehicle
O	
OC&S	ordinance center & school
OCE	organizational clothing and equipment
OCIE	organizational clothing and individual equipment
OCONUS	Outside Continental United States
OD	ordinance corps
ODCSLOG	Office of the Deputy Chief of Staff for Logistics
ODCSPER	Office of the Deputy Chief of Staff for Personnel
OL	operating level
OMA	operation and maintenance activity
OMRP	organizational maintenance repair parts
OMS	organizational maintenance shop
OPCON	operational control
OPLAN	operations plan
OPLOG	operations logistics planner
OPORD	operations order
ORD	operational requirements document
ORF	operational readiness float
OSC	objective supply capability
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
OST	order ship time
P	
PA	procurement appropriation
PADD	person authorized to direct disposition
PAM	pamphlet

P&P	packaging and preservation
PBO	property book officer
PCHT	packaging, crating, handling, and transportation
PCS	permanent change of station
PD	priority designator
PDO	property disposal office
PE	personal effects
PEO	program executive officer
PERSCOM	U.S. Army Total Personnel Command
PG	priority group
PHRH	primary hand receipt holder
PICA	primary inventory control activity
PIIN	procurement instrument identification number
PLL	prescribed load list
PLS	palletized loading system
PM	preventive maintenance, preventive medicine
PM	project manager
PM-ILOGS	project manager, integrated logistics
PMCS	preventive maintenance checks and services
PN	part number
PO	purchasing office
POC	point of contact
POD	point of debarkation
POE	point of embarkation
POL	petroleum, oils, and lubricants
POM	preparation for overseas movement
POMCUS	pre-positioned overseas materiel configured to unit sets
POV	privately owned vehicle
PR&C	purchase request and commitment
PPNT	proponent
PRN	purchase request number
PWRMS	pre-positioned war reserve materiel stocks
PWRS	pre-positioned war reserve stock
Q	
QASAS	quality assurance specialist ammunition surveillance
QDR	quality deficiency report
QM	quartermaster
QSL	quality status listing
QSS	quick supply store
R	
R&M	reliability and maintainability
RAD	required availability date
RAM	reliability, availability, and maintainability
RATTS	Radio Active Testing and Tracking System
RC	recoverability code
RCL	repair cycle level
RCN	record control number
RCO	requisition control office
RCV	receive

REQVAL	requisition validation
RD	required date
RDD	required delivery date
RDF	rapid deployment force
RDO	redistribution order
RDTE	research, development, test, and evaluation
REQ VAL	requisition validation
RIC	routing identifier code
RICC	reportable item control code
RL	retention level
RML	revolution in military logistics
RO	requisitioning objective
ROAC	rear area operations center
ROBCO	readiness objective code
ROC	Rear Operations Center
ROD	report of discrepancy
ROM	refueling on the move
RON/DON	request order number/document order number
ROP	reorder point
ROQ	requisitioning objective quantity
ROWPU	Reverse Osmosis Water Purification Unit
RP	release point
RPD	required pick-up date
RPP	retrograde processing point
RPSTL	repair parts special tools list
RQST	request
RS	report of survey
RSO&I	reception, staging, onward movement, and integration
RSR	required supply rate
RTCC	rough terrain cargo crane
RTCH	rough terrain container handler
RTD	return to duty
RX	repairable exchange
S	
S&S	supply and services
S&T	supply and transportation
SA	storage activity
SAAS	Standard Army Ammunition System
SAMS	Standard Army Maintenance System
SARP	small arms repair parts
SARSS	Standard Army Retail Supply System
SARSS-O	Standard Army Retail Supply System–Objective
SASSO	small arms serialization surety officer
SAVAR	Standard Army Validation and Reconciliation System
SB	supply bulletin
SC	supply catalog and statement of charges
SCA	stock control activity
SCC	supply condition code
SCL	strategic-configured load
SCP	software change package

SDD	standard delivery date
SDS	standard depot system
SECDEF	Secretary of Defense
SECM	shop equipment, contact, maintenance
SER	serial number
SETAF	Southern European Task Force
SF	standard form
SFDLR	stock funding of depot level reparable
SIC	systems integrator code
SICA	Secondary Inventory Control Agency
SIDPERS	Standard Installation/Division Personnel System
SINCGARS	Single Channel Ground Airborne Radio System
SKO	sets, kits, and outfits
SL	stockage level, safety level
SLAC	support list allowance card
SLC	stockage list code
SLCR	shower, laundry, and clothing repair
SM	single manager, supply manual
SMCA	single managed conventional ammunition
SMFT	semitrailer-mounted fabric tank
SMR	source, maintenance, and recoverability code
SN	serial number
SNRF	stock number reference file
SNT	serial number tracking
SOO	support operations officer
SOP	standing operating procedures
SOS	source of supply
SP	storage point
SPBS	Standard Property Book System
SPBS-R	Standard Property Book System-Redesigned
SPN	shipment performance notification
SPO	support operation, support operations officer
SPOD	surface port of debarkation
SPR	special program requirement
SPT	support
SPTOPS	support operations
SRA	stock record account
SRC	standard requirements code
SRO	stock record officer
SS	supply status
SSA	supply support activity
SSC	shipment status correlation
SSD	single source distribution
SSF	single stock fund
SSSC	Self-Service Supply Center
STAMIS	Standard Army Management Information System
STANFINS	Standard Finance System
STARC	State Army Reserve Command
STARFIARS	Standard Army Financial Inventory Accounting System
STON	short ton
STTE	special tools and test equipment

SUP	supply
SUPCOM	support command
SURE	supply usage requirements estimator
T	
TA	table of authorization, theater army
TAA	tactical assembly area
TAAC	training ammunition authorization committee
TAACOM	Theater Army Area Command
TAADS	The Army Authorization Documents System
TAC	type of address code, transportation account code
TACOM	U.S. Army Tank-Automotive Command
TACON	tactical control
TAEPD	The Army Equipment Distribution Plan
TAFFS	The Army Field Feeding System
TAG	The Adjutant General
TAMIS	Training Ammunition Management Information System
TAMMC	Theater Army Materiel Management Center
TAMMS	The Army Maintenance Management System
TAMS	Training Ammunition Management System
TASA	total authorized stockage allowance
TAT	to accompany troops
TAV	total asset visibility
TB	technical bulletin
TBC	transportation bill code.
TC	transaction code
TC	Transportation Corps
TC-AIMS II	Transportation Coordinators-Automated Info. Management System II
TCC	Transportation Control Center
TCN	transportation control number
TCP/IP	transmission control protocol/Internet protocol
TCMD	transportation control movement document
TCP	traffic control point
TDA	table of distribution and allowances
TDC	Theater Distribution Center
TDR	transportation discrepancy report
TDS	Theater Distribution System
TDY	temporary duty
TFSA	task force support area
TI	technical inspection
TISA	troop issue subsistence activity
TM	technical manual
TMDE	test, measurement, and diagnostic equipment
TMP	transportation motor pool
TMO	transportation movement officer
TMT	transportation motor transport
TOC	Tactical Operations Center
TOE	table of organization and equipment
TP	total package
TPF	total package fielding

TPFDL	time-phased force deployment list
TPN	tactical packet network
TPU	tank and pump unit
TRADOC	U.S. Army Training and Doctrine Command
TRC	type requirement code
TSA	theater storage area
TSC	Theater Support Command
TSG	TMDE Support Group
TTA	tactical terminal adapter
TTP	trailer transfer point
TSA	troop support activity
U	
UBL	unit basic load
UGR	unitized group rations
UI	unit of issue
UIC	unit identification code
ULLS	Unit Level Logistics System
ULLS-G	Unit Level Logistics System-Ground
ULLS-S4	Unit Level Logistics System-S4
UMCP	unit maintenance collection point
UMD	unscheduled maintenance demands
UMFP	unit materiel fielding point
UMMIPS	uniform materiel movement and issue priority system
UMT	unit ministry team, unit maintenance team
UN	United Nations
UND	urgency of need designator
USACASCOM	U.S. Army Combined Arms Support Command
USACCSA	U.S. Army Command and Control and Support Agency
USAISSDCL	United States Army Information Systems Software Development Center, Lee
USAMMA	U.S. Army Medical Materiel Agency
USAPC	U.S. Army Petroleum Center
USC	United States Code
USPFO	U.S. property and fiscal officer
USR	unit status report
UXO	unexploded ordnance
V	
VTAADS	Vertical-The Army Authorization Document System
W	
WARS	Worldwide Ammunition Reporting System
WHNS	wartime host nation support
WIMM	Weapons Integrated Materiel Manager
WOLF	work order logistics file
WPOD	water port of debarkation
WPOE	water port of embarkation
WRMR	war reserve materiel requirement
WSM	weapons system manager
WSRO	weapons system replacement operations

X
X expendable

Section II DEFINITION OF TERMS

accountability

an obligation to keep records of property, documents, or funds, such as identification data, gains, losses, dues-in, dues-out, and balances on hand or in use.

authenticate

a means to establish facts or documents as valid, true, or genuine.

authority

an action that gives official power to a service member.

basic load

a quantity of durable and expendable supplies kept by units to sustain their operations for a prescribed number of days.

cancellation

a way to void a supply request that is no longer needed.

change document

a form used to issue and turn in transactions between the PBO and hand receipt holder; it is also used between the hand receipt holder and the subhand receipt holder.

component hand receipt

a list of nonexpendable and durable components of sets, kits, and outfits that have been issued to an individual for use.

condition code

a one-position, alphabetic character used to classify material to identify the degree of serviceability, condition, and completeness.

Continuing Balance System-Expanded (CBS-X)

a system which maintains Army-wide reportable item control code 2 equipment balances by LIN and NSN identified to the UIC level. This system provides accurate, timely, and auditable Army-wide equipment data that can be used for procurement, distribution, and redistribution decisions.

disposal

the act of getting rid of records, documents, and excess, obsolete, or surplus property under proper authority.

disposition

the final settlement of a supply matter.

document register

a DA Form 2064/Automation is used to record all transactions that require a document number.

dunnage

any material such as boards, planks, blocks, or metal bracing on which supplies are stored.

durable item

an item that is not consumed in use, is not classified as nonexpendable or expendable, and keeps its identity, such as hand tools. An item of Army property coded with an ARC of "D" in the FEDLOG. Durable items do not require property book accountability after issue from the stock record account, but do require hand receipt control when issued to the user.

Commercial and fabricated items similar to items coded "D" in the FEDLOG are considered durable items.

end item

a nonexpendable item of equipment or property that consists of more than one component; for example, a truck.

established delivery date

the date a unit can expect to receive an item.

expendable item

an item that is consumed in use or loses its identity, such as paint, cleaning materials, and office supplies. An item of Army property coded with an ARC of "X" in the FEDLOG.

Expendable items require no formal accountability after issue from a stock record account. Commercial and fabricated items similar to items coded "X" in the FEDLOG are considered expendable items.

follow-up

a document, sent to the SSA, used to request status on open or incomplete supply requests.

gaining unit

the unit receiving property on a lateral transfer.

hand receipt annex

a document used to record overages and shortages of components of major end items and of chests, sets, kits, and outfits.

hand and subhand receipt

a document used to record acceptance of and responsibility for durable and nonexpendable items issued to an individual.

key control register

a document used to ensure administrative accountability for keys.

lateral transfer

The permanent transfer of supplies or equipment from one unit to another unit. Supplies or equipment are transferred using DA Form 3161.

maintenance category

The level of maintenance to be applied; for example, O for organizational maintenance; C for operator/crew; F for direct support maintenance; H for general support maintenance; and D for depot maintenance.

malfunction

a failure to function properly; for example, failure to fire.

nonexpendable item

an item that is not consumed in use, keeps its original identity during the period of use, and requires that accountability be maintained throughout the life of the item. An item of Army property coded with an ARC of "N" in the FEDLOG. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items similar to items coded "N" in the FEDLOG are considered nonexpendable items.

Organizational Clothing and Individual Equipment Record

DA Form 3645 is used to record military-type clothing for which the organization commander is responsible.

organizational-level repairs

Repairs authorized for the performance of maintenance at the organizational level.

Personal Clothing Request

DA Form 3078 is used to request personal military clothing for enlisted personnel.

post

to make all the required entries on a document; for example, to post transactions to the property book.

property book

a record book kept in a unit to control all nonexpendable property of the unit. The property book contains a record of all tables of organization and equipment, tables of distribution and allowances, and common tables of allowances items. Items of individual clothing and equipment are not recorded in the property book.

serviceability code (see condition code)

status cards

data cards sent from the supply source to the requester providing current information on due-in supply requests.

supply support activity

an activity that processes selected items of supplies and equipment for organizations and units within its area of responsibility.

turn-in document

a form used to turn in supplies and equipment to the SSA.

verify

to prove the truth of a supply transaction.

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DA Form 3644	Monthly Abstract of Issues of Petroleum Products and Operating Supplies
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DA Form 4610-R	Equipment Changes in MTOE/TDA
DA Form 4697	Department of the Army Report of Survey
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